RAYMOND OLUTOPE DAODU

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PROFESSIONAL OBJECTIVES:

Dedicated professional with over 8 years of professional experience in data management, monitoring and evaluation, digital reporting, and technology-driven program implementation. Seeking a challenging opportunity where my strong organizational abilities, written communication skills, digital proficiency, and commitment to excellence can be fully utilized. Eager to support business operations efficiently, manage tasks effectively, and contribute significantly to organizational growth and success.

WORK EXPERIENCE

Edo State Skill Development Agency, Nigeria. (EDOJOBs) 2022-2026
Role: Monitoring & Evaluation Officer (M&E)
Duties:

- Led the design and implementation of Monitoring & Evaluation (M&E) frameworks, including indicator selection, target setting, performance monitoring, reporting systems, and database management.
- Oversaw data collection, validation, analysis, storage, and reporting processes, ensuring high-quality, accurate, and audit-ready datasets for program evaluation and decision-making.
- Utilized Microsoft Office Suite (Excel, PowerPoint, Word) and cloud-based collaboration tools to develop reports, presentations, dashboards, and stakeholder communication materials.
- Conducted systematic reviews of data, reports, presentations, and project outputs to identify factual inconsistencies, quality issues, reporting gaps, and presentation errors, providing structured recommendations for improvement.
- Developed and managed beneficiary tracking databases, ensuring data integrity, quality control, and effective information management.
- Produced clear, detailed, and actionable written feedback for project teams, partners, and stakeholders to strengthen program performance and reporting quality.
- Trained and mentored staff and partners on data quality assurance, reporting standards, digital tools, and performance monitoring systems.
- Designed evaluation methodologies to assess program effectiveness, identify operational gaps, and recommend evidence-based improvements.
- Created and delivered professional presentations, reports, and training materials for management, partners, and stakeholders using PowerPoint and other productivity tools.
- Demonstrated strong analytical and critical-thinking skills through the review, interpretation, and validation of complex datasets and program outputs

JOBBERMAN, Nigeria. 2025
Role: Data Collector & Entry State Supervisor (Remote)
Duties:

- Data Collection & Entry: Verify gathered and Input data from various sources, such as paper documents and digital files, into computer systems or databases.
- Data Verification: Check the accuracy of data entered by comparing it with source documents, correcting any errors, and ensuring that all information is complete and in proper format.

- Administrative Support: Assist with various administrative tasks, such as picking/ select who pick documents from facilitators, organizing files, and providing data entry support across different departments as needed.
- Quality Control: Ensure high levels of accuracy and quality with the data entry team, which is crucial for the organization's decision-making processes. This may involve testing data to meet organizational standards.

Amena Academy, Benin City, Edo State, Nigeria 2024

Role: Monitoring and Evaluation Specialist (World Bank Project)
Duties:*(IDEAS- Trained 1000 on IT)*

- Implemented and managed monitoring and evaluation systems.
- Collected and analyzed data to assess program effectiveness and impact.
- Checked data quality with partners across different locations
- Supported project progress reporting, mid-term review, and final evaluation.
- Developed and strengthened monitoring, inspection, and evaluation procedures.
- Monitored project activities, progress and assessing the sustainability of project results

Extern (Thematic), United States 2024

Role: Business Developer (**Externship)**
Duties:

- Identified ideal customer personas and sourced 10 potential leads in US, Philippines & Japan.
- Articulated Thematic's unique value proposition and customized cold outreach to leads.
- Compiled business development insights into a 5-minute presentation and achieved excellence
- Delivered recommendations live to Thematic leadership in a 4-minute strategy presentation
- Managed time autonomously to complete multiple projects in an asynchronous program.

SYDANI GROUP, Nigeria. 2024

Role: State Technical Assistant /Research Assistant (Consultant)
Duties:

- Participate in and coordinate technical working group meetings and oversee the implementation and monitoring of action points.
- Oversee engagement and coordination of all mapped stakeholders (Traditional and Religious Leaders, Schools, and partners
- Work closely with the Executive Secretary and other state officers to monitor and implement all activities on the HPVV introduction work plan
- Support the implementation of all HPVV introduction strategies in line with national and state policies/guidelines
- Support the review and finalization of state HPV micro plans, support the development of training plans, and facilitate the capacity building of workers.
- Conducted field data collection in rural and urban settings across the 18 LGAs in Edo State, ensuring accuracy and adherence to ethical research protocols.
- Utilized digital data collection tools (e.g., tablets, GPS recording) to gather and upload data to centralized systems, achieving a 98% accuracy rate in data entry.
- Conduct training of health workers on data collection, reporting, and analysis.
- Engaged with diverse communities, building trust and ensuring informed consent during data collection activities.

Ovia North East Lga Health Authority, Edo State. 2017 - 2022

Role: (NYSC retained) Monitoring & Evaluation Officer (M&E)
Duties

- Monitored and evaluate reports for decision making (DHIS2)
- Field supervision, Data collation, and analysis of all health data of the LGA

- Emid Focal in-charge of Covid-19 vaccination exercise Phase I&II
- Advocacy visits to Community, and Religion leaders and Meetings with Partners
- Meeting with stakeholders to make communication easy and transparent regarding project issues and service decisions.
- Maintained and ensured that the hard copy filing was up to date within the state offices
- Supported the LGA team in making LGA-level entries to the data tools provided at the National level.
- Assisted the state team and the LGA coordinator with data presentations, analysis, and interpretation and also prepared reports and disseminated as required to relevant levels
- Supported the design and implementation of monitoring frameworks for community projects, focusing on education and health initiatives.
- Conducted field visits to verify data accuracy, ensuring alignment with project objectives and ethical standards.
- Participated in relevant data, information management team, and activities
- Coordinated stakeholder engagements and facilitated communication between project teams, partners, and beneficiaries to ensure transparency, accountability, and effective project implementation.
- Ensured consistency of data, quality, completeness and data management

Ovia North East Lga Health Authority, Edo State. 2017-2018

Role: Monitoring & Evaluation Officer. National Youth Service Corp (NYSC)

Duties:

- Monitor & evaluate, analyze, and send all health data of the LGA to the National dashboard DHIS2 (WHO, UNICEF, CRS, EDOSACA)
- Provide analysis of trends and recommend appropriate actions
- Project manager / Supervisor and Rapporteur during partner meetings

EDUCATIONAL BACKGROUND

- **UNIVERSITY OF BENIN,** Benin City 2023
  M.Sc. (Ed.) Public Health Education

SKILLS

- Professional fluency in English (written and verbal).
- Strong experience in quality assurance, data review, performance evaluation, and structured feedback delivery.
- Highly proficient in Microsoft Office (Excel, Word, PowerPoint) and experienced with digital collaboration and reporting platforms.
- Skilled in identifying factual, data-quality, and presentation issues and recommending corrective actions to improve accuracy and effectiveness.
- Proficient in DHIS2, Internet, and digital data collection platforms.
- Management skills, Emotional Intelligence, and Client / Result Oriented

TRAININGS / CERTIFICATIONS

National Skills Qualification / Computer Professionals (NSQ/CPN) 2026
Data Analysis
SaveaLife NHCPS 2024
CPR, AED, and First Aid
Philanthropy University 2023
Planning for Monitoring and Evaluation
WHO Quality Right E-Training 2023
Mental Health, Recovery and Community Inclusion
Poise GFA 2023
Human Resource
John Odigie-Oyegun Public Service Academy (JOOPSA) 2023
Data Analysis & Interpretation
Edojobs 2023
Solf Skills Academy (Effective Communication, Work ethics & Management)

Jobberman Training Certificate 2022

Soft skill

Florenceacademy Training Certificate 2022

Fire Safety and First Aid

Kaiser Foundation for Social Development 2022

Soft Skills Training

Sos Children's Village Nigeria (Romanspage) 2022

Employability Skills

OSHA Association UK 2020

Occupational Safety and Health (HSE)

Institute of attitudinal change managers 2018

(IACM) Integrity and Discipline

REFERENCE

Available on request