

OLABODE ABDULKABIR AJIBOLA

House No. 50, 43resents, 4th Avenue Gwarimpa Estate FCT Abuja

Tel: 08104552133 or 08189345974

Email: bode4sure81@gmail.com

PERSONAL DATA

Sex: Male
Local Government: Yagba East, Kogi State
Nationality: Nigeria
Date of Birth: 2nd February, 1987
Marital Status: Single

CAREER OBJECTIVE: Dedicated team player with five (5) years of experience in the administrative line with a proven track record in leadership and communication skills. I am seeking an opportunity to leverage my skills as an Administrative officer at your company and to support the firm in its goal to reach its full potentials. I am confident that I possess the follow-through and positive attitude that will empower me to achieve company goals.

INSTITUTION ATTENDED WITH DATE

- ⊗ University of Abuja, FCT Abuja. 2008 - 2012
- ⊗ Kaduna Polytechnic, Kaduna State. 2005 - 2007

CERTIFICATE OBTAINED WITH DATE

- Awaiting result for Master's in Financial Economics 2017 - 2018
- ⊗ B.sc[Ed] Economics 2008 - 2012
- ⊗ OND in Business Management 2005 - 2007
- ⊗ WAEC/NECO 1999 - 2004
- ⊗ First school leaving Certificate 1992 - 1998

WORK EXPERIENCE:

NIGERIAN COMMUNICATIONS COMMISSION (NCC), NATIONAL EMERGENCY COMMUNICATIONS CENTRE (ECC) AS A CALL TAKER AGENT;

Responsibilities [2018]

- ❖ Answers the administrative telephone; provides information and assistance as requested and/or forwards calls to appropriate personnel; takes messages as necessary;
- ❖ Performs computer-aided dispatching work, including receiving emergency and non-emergency calls
- ❖ Handles calls in a professional and timely manner and in compliance with all pertinent local, state and federal regulations;
- ❖ Initiates calls to persons at the request of officers
- ❖ Provides routine assistance and information to callers, such as taking messages, providing directions, routing calls, etc
- ❖ Receives and responds to public inquiries and requests for assistance;
- ❖ Works 6-hour shifts to include holidays, nights, and weekends;
- ❖ Remains on call 24 hours per day, seven days per week, for emergency response;
- ❖ Performs general clerical work as required, including preparing lists, logs and reports, entering and retrieving computer data, copying and filing documents, etc.; and
- ❖ Performs other related duties as assigned.

Achievements:

- 1). Part of a team that won the overall best i.e **Best Behaviour & Good Service Delivery** on Dec, 19th 2019.
- 2). On contrary to this, On 14th Dec, 2018. I was also privileged to be in team (3) three that won the **Most Collaborative Team** of the year.
- 3). Honoured with a certificate for consistently showing **Professionalism & Good Dressing** for the second time in a roll 2018 & 2019 respectively.
- 4). Trained some new staff on how to handle and ask questions as regards to emergencies calls

FOKAT GLOBAL RESOURCES LIMITED ESTATE MANAGEMENT:

ASSISTANT ADMIN OFFICER [2015 – 2017]

Responsibilities:

- ❖ Carrying out oversight functions at construction sites and preparing weekly reports to the Admin unit for consideration
- ❖ Preparing documents associated with construction
- ❖ Maintaining safety postings, safety meeting minutes and safety log sheets
- ❖ To provide administrative supports in handling confidential information
- ❖ Processing and Maintaining all related files, hard copy and soft data storage
- ❖ Planning and overseeing building work and renovation when the need arise
- ❖ Lease management
- ❖ Ordering office supplies and maintaining inventory
- ❖ Scanning, emailing, photocopying, preparing courier packages
- ❖ Coordinating client, trade and consultant site visits and meetings
- ❖ Scheduling and confirming appointments

Achievements:

- 1). Part of a team that led five (5) projects within a year and had three (3) of those projects completed before deadline in 2017.
- 2). Able to reduced the cost of administrative expenses most importantly on Office stationeries and fueling to a level that helped the company to save some cost.
- 3). Improved the communications gap between our office with that of our clients most especially the Site Architecture, Engineers, Suppliers of building materials and labourers which has really helped us to discussed and proffer solutions to plans that require urgent attention.
- 4). Improved on the office efficiency by overhauling previously haphazard filling system.
- 5). I also introduced a delivery form/requisition sheet which enables us to have a proper accountability of our inventories when taking stock.
- 6). Advised the company from time to time on area to focus on whenever am on site for an ongoing projects this has really help us in handling issues squarely

ASSET MANAGEMENT CORPORATION OF NIGERIA: [AMCON] 2014 – 2015.
[Admin Department] NYSC PROGRAMMES

Responsibilities

- ❖ Handling of general inquiries and requests for information and materials via email, mail and phone.
- ❖ Adhering to quality management system, work process and procedure.
- ❖ Maintenance of office facilities and Directorate residences.
- ❖ To Assist with ordering supplies and inventory management, as needed.
- ❖ Maintenance of unit files and documentation.
- ❖ Issuances of office stationeries from the store to the staff that are in need.
- ❖ Collation of weekly reports and Handling of fleet management system efficiently.
- ❖ Processing of outstanding tickets for payment
- ❖ To provide arrangement for official trip and book accommodation
- ❖ To provide assistance with trip expense reports, photocopying, and processing for payment.

Achievements:

1). Able to save my Unit from excessive spending on fueling from **N500, 000 (Five Hundred Thousands) to N150,000 (One Hundred and Fifty Thousands)** in a month for Corporate pool cars via the use of voucher, log-book ,and most importantly follow-up to the filling station. However, the essence of this is to ensure transparency and accountability when fuel is being dispense to our drivers.

2). Earning the trust of my line manager was one of my greatest accomplishments in my life. Indeed, I felt so good and proud of myself because of this and this has really helped me in great sense to sit up and learn more from my colleagues and I was proud of this attributes.

3). Developed a great identity when it comes to writing memos for my Unit. In fact this is one of the memories I will never forget in my career.

4). Part of a team that organizes training for drivers this was part of the efforts put in place to ensure our corporate drivers are well behave and well represented when they are out.

5). Improved on the office efficiency by overhauling previously haphazard filling system.

6). Being able to developed the capacity and capability to lead a large group of people in carrying out their daily activities in a more appealing manner and get results done.

CIVILITY NIGERIA LIMITED [Credit Control Unit] 2012 – 2013

Responsibilities:

- ❖ Keeping daily outstanding records of each marketers and updates payment made by the creditors.
- ❖ Compiling customer enquiries and complaints to the Unit for a quick resolution.
- ❖ Preparing outstanding sales report on a weekly basis to the Head of Department.
- ❖ Oversight function was also part of my daily activities in ensuring marketers are in full compliance in paying their outstanding bills before any goods are issued out on credit.
- ❖ Follow up of outstanding bills through various mechanisms as it ought to be before the end of every month.
- ❖ Ultimately to proffer recommendations on clients as regards to their level of compliance in relating to outstanding bills to the company.

Accomplishment:

- 1). Increasing the loyalty of our existing customers through adequate service delivery
- 2). Increasing the revenue ratio from 5% to 20% through market segmentation and thereby reducing the credit ratio from 15% to 5%
- 3). Creating recognition for our products through sales promotion
- 4). Supply of standing fridge as part of our marketing strategy to retain our existing markets

COMPUTER SKILLS & SOFTWARES:

- ✓ Proficient in IT [Excel, Microsoft Word, power-point, Corel-draw, and outlook]
- ✓ Good communication and writing skills
- ✓ Teamwork
- ✓ Decision making
- ✓ Negotiation

REFEREES:

1. Mr. FarukHaliru, Admin Manager
Asset Management Corporation of Nigeria
Email: Faruk.haliru@amcon.com.ng Tel: 08033026079

2. Mr. Joseph Kadiri (Admin Manager)
Civility Nig Ltd.
Tel: 08054368273

3. Mr. Iliasu A. Opeyemi (General Manager)
Fokat Global Resources Limited
Email: exposab@yahoo.com
Tel: 08062486157