

BADMUS-ODU, ABIDEEN BABATUNDE

34 Moshalashi street, Shomolu, Lagos.

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PERSONAL DATA

Marital Status: Single
Local Govt Area: Lagos Island
State of Origin: Lagos
Nationality: Nigerian

CAREER OBJECTIVES PROFILE

To use my acquired skills to work with existing staff and facilities, contributing the best of my ability, knowledge and quota in order to achieve and improve the objectives and goal of the organization/firm that is determined to grow while allowing me the opportunity to continue developing my career.

SKILLS/PERSONAL QUALITIES

Focused, self-motivated and result oriented, team playing and good interpersonal skills, ability to work under pressure and with little or no supervision, innovative and creative ability, problem solving skills, ability to manage people and resources. Also, I am good at listening to people and sharing feelings as well as giving honest advice within my range of experience. I relate well with people from different background.

COMPETENCE/TECHNICAL SKILLS

- Application Packages- Microsoft packages etc.

EDUCATIONAL OUALIFICATION AND DATES

- **Human Resources Management (Professional Course)** 2017
Federal University of Technology Akure (FUTA)
- **Bsc Business Education** 2011-2015
Tai Solarin University Of Education
- **Senior Secondary School Certificate (WAEC)** 2001-2007
Marigold College Iyana Ipaja, Lagos

First School Leaving Certificate 1993-1998
Odunlade Primary School, Shomolu

WORKING EXPERIENCE

Bfree Africa, Ilupeju, Lagos

2021-2022

Position Held: **ACCOUNT MANAGER.**

- Responsible for calling loan defaulters who are overdue to set up repayment plans.
- Contacted loan defaulters by CRM software to agree repayment plans, follow up as appropriate and provide the necessary information needed to aid repayment.
- Recovered overdue loans from defaulters.

TIK KA NIGERIA LIMITED

2020-2021

Position Held: **ASSISTANT HUMAN RESOURCE OFFICER**

Perform administrative duties, such as maintaining employee database and sorting emails for the HR department

- Maintain proper records of employee attendance and leaves
- Assist HR Manager in policy formulation, hiring and salary administration
- Submit online job postings, shortlist candidates and schedule job interviews
- Coordinate orientation and training sessions for new employees
- Ensure smooth communication with employees and timely resolution to their queries

• **Baobab Microfinance Bank**

2019-2020

JOB TITLE: PORTFOLIO MANAGER

CORE RESPONSIBILITIES:

- Maintain cordial co-operation /relationship between the bank and customers that enhance continuous patronage
- Acquire customer for the bank and mobilize deposits through the bank product offering
- Debt recovery from clients

• **FCMB - First City Monument Bank**

2018-2019

JOB TITLE: RELATIONSHIP OFFICER.

CORE RESPONSIBILITIES:

- Maintain cordial co-operation /relationship between the bank and customers that enhance continuous patronage
- Acquire customer for the bank and mobilize deposits through the bank product offering
- Use my best effort to solicit orders for the sale of the bank product by presenting them in a clear and professional manner.
- Presentation of innovative ideas and market driven strategies on a continual basis.
- Confirmation of cheque among other operational duties.

National Youth Service Corps

2016-2017

Baptist Grammar School, Ara, Osun State. (Teacher-in-charge of Civic Education)

Federal ministry of works and urban development

2013

- **Administrative Officer** (Industrial Training)

CORE RESPONSIBILITIES:

- Greeting and directing visitors, answering phone inquiries and handling
- complaints in a courteous, professional manner
- Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times
- Occasionally traveling off-site to deliver reports or files to other departments
- Ensuring the confidentiality and security of files and filing systems
- Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information
- Operating copy equipment, printers or other equipment necessary

INTEREST/HOBBIES

- Cooking, reading, football and swimming

REFEREES

Available on request