

ABIOLA, BABAJIDE TEMITOPE

7, Crown Jewel Lane, off Taike Street, Ikosi-Ketu, Lagos State.
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PROFILE

A confident, resourceful graduate with excellent communication, organisation and co-ordination skills seeking an entry-level position to begin my career in a high-level professional environment, capable of working closely with Human Resource Business Partner (HRBP) to ensure a timely and efficient recruitment process in any HR department.

WORK EXPERIENCE

September 2020 till date: **Branch Relationship Officer**
Unity Bank PLC, Kudirat Abiola Way, Oregun Ikeja, Lagos State.

- Markets and sells the bank products to clients meeting up to 75% of my target month.
- Discusses loan terms and conditions to ensure compliance with the bank policies.
- Establishes a good customer/client relationship.
- Serves as intermediary between the bank and customers to ensure customers satisfaction and profitability.
- Listens to customers complaints, manage them and give solution.

August 2019 - July 2020: **National Youth Service Corps (NYSC)**
Teacher, Government Secondary School, Upatabo, Rivers State.

Sept. 2017 – February 2021: **Payroll/Administrative Assistant (Part Time)**
Golden Toast Foods Concepts, 30 Aladelola Street, Ikosi Ketu.

- Ensured accurate payroll transactions and payment
- Managed commissions payments and deductions
- Resolved payroll issues.
- Prepared regular reports on expenses and office budget
- Organised a filing system for important and confidential company documents.
- Devised recruitment plans, advertised position and reviewed job applications

Certifications/Awards/Courses

2021: **Chartered Institute of Personnel Management (CIPM)**
Student Member

2021: **Diploma in Human Resources**
Online course – Alisson

2021: **Talent Acquisition and Recruitment**
Online course – Udemy

Education and Qualifications

2015 – 2019: B.Sc. (Hons) Zoology (Second-Class Upper), Obafemi Awolowo University (OAU), Ile-Ife, Osun State

2009 – 2012:

Senior Secondary School Certificate (SSCE), Federal Government College Ikirun, Osun State

Skills and Interest

Interpersonal Skills: Relationship Management, leadership, Time management, Communication, Teamwork, Empathy

Technical skills: Recruitment and selection, Payroll, Employee relations and Microsoft Office.

Languages: Proficiency in English and Yoruba Languages

Interests and Hobbies: Applicant Tracking System (ATS), Recruitment and Selection, Budgeting, Volunteering work, Traveling and Music

Referees

Available on request.