

# **ADEDEJI ADEFEHINTOYE**

**28, Adeite Ogunsanya Street, Saw-mill/ Ifako, Gbagada.  
Lagos state.**

**Email Address: [adedejiadefehintoye@gmail.com](mailto:adedejiadefehintoye@gmail.com)**

**Telephone: 07068096708, 08058339308.**

## **OBJECTIVE:**

To pursue a challenging career in a stable organization that requires top-flight initiatives, resourcefulness, and teamwork in the attainment of corporate and individual goals.

## **PROFESSIONAL COURSES/ CERTIFICATION**

CIPM certification	STUDENT MEMBER
HR for Non-HR professional course	CIPM (certificate)
Corporate Finance Workshop	QUEST CONSULTING
Administrative Human Recourses	LINKEDIN LEARNING

## **EDUCATIONAL INSTITUTION ATTENDED WITH QUALIFICATIONS:**

- **Bells University of Technology**  
B.Tech. Quantity Surveying IN-VIEW (2022)
- **The Federal Polytechnic Ado-Ekiti**  
Higher National Diploma 2017-2018  
Quantity Surveying
- **The Federal Polytechnic Ado-Ekiti**  
National Diploma 2013-2015  
Quantity Surveying
- **Yaysib Computer Institute Maiduguri**  
Ordinary National Diploma 2009-2010  
Computer Application, Engineering & Networking
- **Oriade International collage, Owena Ijesa**  
SSCE Certificate 2002-2008

## **WORK EXPERIENCE**

### **A & A GLOBAL LEASING SERVICES LTD**

**July 2021 till Date**

**(Full Staff)**

#### **Team member Light Fleet Management**

Duties include and not limited to –

- Human capital and Asset management (Drivers/Vehicle)
- Maintenance and routine services (Vehicles)
- Procurement of asset and management
- Vendor management and supervisory
- Client/customer service
- Timely delivery of services
- Rising approval request and ensure closure
- Review payment request and recommend for approval
- Report writing on a weekly/monthly bases.

### **GREENWICH MERCHANT BANK**

**January 2019 to May, 2021.**

**(Fixed Term Contract)**

#### **Team member Human Capital Management**

Duties include and not limited to -

- General Admin functions e.g. office consumables, mailing servicing, vendor registration, processing insurance Claims as well as payment and supply.
- Logistic Manager: Vehicle maintenance, fueling, paper renewal, insurance processing & monitoring and planning.
- New hire on boarding Process.
- Supervising all drivers as well as delegating vehicle and department
- Internal approval memo, payment request, and procurement management
- Ensure ITF, NSITF and PENCOT filings are done to enable the processing of the annual compliance certificate.
- Generally overseeing all assets of the company under the HCM function e.g. photocopiers, printers, fleet etc.
- Facilitate pre-employment test for new hires,
- Ensure strict adherence to company travel policy for out of station travel and allowances.

### **GREENWICH TRUST LIMITED**

**September 2015 to April 2017**

**(Internship)**

Team member (GTL Properties, Asset, and Investment/Document Management)

Duties include: -

- Effective manage end to end the Electronic Document Management System as a user by scanning newly generated document in to Laserfiche (software) and file hard copies
- Supporting the Mytradebook live chat by rendering Customer Service to online clients.
- Assist at the front desk where necessary.
- Also carry out other in-house services as assigned for effective customer experience and team collaboration.

**YOUNG AND BAILEY NIG. LIMITED.**

**July 2011 to 2013**

Team member (Client Document Management)

Duties include: -

- Numbering and indexing of client document
- Bulk scanning of files and renaming accordingly
- Error check for scanned document on Laserfiche backup plan.
- Maintenance and record check for scanner & scan record weekly publishing
- Attendance record preparation for month end payment.
- Supervising newly employed staff and training.

**SKILLS AND ABILITIES:**

- To work with little or no supervision.
- To own a process and ensure closure.
- Excellent communication and interpersonal skills
- Strong teamwork and analytical skills
- Good crisis management skills
- Willingness to take up new challenges.

**LANGUAGES SPOKEN:**

- Yoruba
- Hausa
- English

**HOBBIES:**

- Travelling
- Reading
- Meeting people

**REFERENCE:**

**Available on request.**