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ADUBI OLUWAFEMI OLAIDE

OBJECTIVE

To carry out my duties in line with organizational vision and objectives, while at the same time adding inestimable value to the company.

WORK EXPERIENCE

November 2020- Till date

Luvanex Builds (A subsidiary of Luvanex Group) [Credit Risk Analyst]

- Creation and design of a structure for the Risk Department Yaba, Lagos
- Design and implementation of a process flow
- Risk Analysis and Portfolio management
- Portfolio Monitoring
- Business Visits
- Data interpretation and analysis

February 2019 – January 2020

Direct Bridge Nigeria Limited [Sales Manager]

- Customer Creation and Retention Ojodu, Lagos
- Loan Portfolio Creation, Retention and Management
- Cold Calls, Email Messaging, Social Media Ad Campaign
- Business Visits, Marketing Awareness
- Loan Monitoring, Payment Reminders and Loan Recovery

October 2016 – September 2018

CS Advance Finance Company Limited [Risk Analyst/Operations Head]

- Risk Analysis, Loan approvals, Data collation and Analysis Ikoyi, Lagos
- Portfolio Management, Loan Booking(Using bank one and Infoware)
- Loan Recovery, Loan Monitoring
- Process Design and Implementation
- Creation of Loan Underwriting Manual for Organization

April 2016- October 2016

Mkobo Microfinance Bank (Marketing Executive)

- Loan portfolio Creation, Retention, and Management Maryland, Lagos
- Risk and Credit Analysis, Assessment and Credit Committee
- Product Marketing and Awareness
- Cold Calls and Collateral Evaluation
- Site and Business Visits

Lagos State University (Resource Person)

- Exams documentation, Exam Collations and Invigilation Ogba, Lagos
- Script Marking, Script Sorting and Coding
- Student Background Checks

August 2014-April 2015

Accion Microfinance Bank (Loan Officer)

- Loan portfolio Creation, Retention and Management Trade fair, Lagos
- Loan Recovery
- Credit Analysis, Credit Assessment and Credit committee
- Product Sales, Product Marketing and Awareness

July 2012-July 2013

Bishop Phillips Academy (NYSC)

Ibadan, Oyo

- Taught Civic Education using the British Curriculum.
- Designed Club Activities for Adolescent Sex behavior
- Established HIV/AIDS club to help sensitize and educate school on the virus.
- Communicate the activities and conduct of my pupils to the Head teacher and parents respectively via communication book.
- Address pupils on moral principles, social and environmental issues using audio-visuals.

Stanbic IBTC Bank

Trade fair, Lagos.

March 2011-May 2011

Joined the organization as a Mobile Service Agent. My responsibilities included;

- Opening new customer accounts, updating customer cash records.
- Communicating bank consumer products to potential clientele.
- Liaising and educating clients on the essentiality of embracing bank products.
- Innovating methods of customer satisfaction as regards banking methods.

Academic Instructor

Maryland, Lagos.

April 2006-March 2007

Started with my ward as a **Teacher**. My responsibilities included;

- Coordinating revision with my ward as regards to class activities.
- Teaching six class subjects including English Language and Mathematics.
- Periodic updates of wards' progress report in lesson register.

July 2004-October 2004

Lowokan Horticultural Coy

Lagos, Nigeria

Joined organization as a Supervisor. My responsibilities included;

- Act as a supervisor to all the horticulturalists. Ensuring that customers are properly attended to without delay.
- Reconcile the account of daily sales and report to the Manager on the activities of the day.
- Periodic fumigation of customer specified areas. Ensuring that the regulatory body rules and regulations are met.

COMPETENCE

- **Class Teacher:** I've been a Class teacher for a year overseeing three different classes because of my competence and management prowess. I have also managed two special pupils helping them to interact and learn.
- **Club instructor:** I coordinated the activities of students who were members of the anti-AIDS club. I trained at least 40 pupils on preventive measures as regards HIV and AIDS interacting as well as relating with peers who were victims.
- **ICT Savvy:** I use Microsoft word, Power Point, Windows Media Player and Notepad to teach my pupils when necessary.
- **Newsletter:** I was a pivotal member on the HIV/AIDS press team. I ensured that useful and progressive deliberations were reached during meetings. I also ensured that NYSC colleagues were educated about the chronic virus.
- **Trainer:** I have held in-house training for pupils during my service year using Power Point presentation to explain 'stress-pressure-management'.
- **Behavioral management:** Over the years, I have learnt to manage personnel given their behavioral changes.

EDUCATION

National Youth Service Corp, NYSC.

Oyo State

Institute of Management Leadership Productivity (*IMLP*)

Student Member

Lagos State University,

Ojo, Lagos State

Industrial Relations/Personnel Management BSc (Second Class Upper)

First Class Int School, Osogbo
SSCE O'level
2004

Osogbo, Osun

TRAINING/WORKSHOPS ATTENDED

LOGUS CONSULTING- A management-based programme aimed at instilling leadership qualities in participants whilst identifying individual abilities and skills that would enhance career success.

FISHERIES DIPLOMA- A one-month fisheries management training aimed at improving food production in Nigeria initiated by the Federal Government of Nigeria.

PERSONAL INFORMATION

Date of Birth: 5 April, 1980

Sex: Male

Marital Status: Married

STRENGTH

- Exceptional communication and Interpersonal skills.
- Good Analytical and presentation abilities.
- Excellent human relations qualities/Team Player.

INTERESTS

Painting, teaching, drawing and reading.

REFEREES

Available on request