

RAHMON AZEEZ ADEOLA

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OBJECTIVE

To Leverage my 3 years of experience as a loan Collection Officer at Blueridge Microfinance Bank (Easycredit) to Contribute to an organization's financial performance through effective recovery strategies and management.

ACADEMIC QUALIFICATIONS

- Bachelor of Engineering (B.Eng)
- Higher National Diploma in Agricultural Engineering
- National Diploma in Agricultural Technology
- Senior Secondary School Certificate (S.S.C.E)
- First School Leaving Certificate (FSLC)

EDUCATIONAL BACKGROUND

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| → Kwara State University ,Malete | 2019 - 2022 |
| → Kwara State Polytechnic (ND& HND) | 2014 - 2019 |
| → Eko Akete Senior Secondary School, Lagos State | 2008 - 2013 |
| → Holy Trinity nursery and primary school, Lagos State | 2002 - 2007 |

WORKING EXPERIENCE

Blueridge Microfinance Bank

Loan Collection Officer (Easycredit)

2021-2023

- Achieved assigned recovery targets to significantly contribute to the organization's financial performance.
- Rendered weekly and monthly reports to management, providing insights into collection and recovery activities.
- Developed policies, procedures, and guideline governing collection activity and recovery, ensuring compliance with internal policies and regulations.
- Implemented new strategies and tactics to improve collection and recovery performance, and provided training and coaching to staff to enhance their performance.
- Liaised with collection agencies and external recovery agents, fostering strong, sustainable relationships to facilitate efficient debt recovery.
- Coordinated collections and recovery process activities from end to end, ensuring effective management of the recovery process.
- Maintained up to date knowledge of appropriate regulations and internal policies and procedures in relation to debt recovery.

Bank of industry, Nigeria limited (Lagos state)

2019-2020

Position: internship

Job description:

- Posting of cheques and invoices to commercial banks
- Checking past records of debtors and creditors ledger accounts
- Leading The company electronic documentation of files project
- Preparation and monitoring the team working on the electronic documentation project

- Inspect farm buildings and equipment, ensuring routing maintenance and repairs
When necessary
- Oversees the work of farming unit
- Trained new employees on safe operating procedures and use of machinery.

BOLKAS NIGERIA ENTERPRISES

JOB DESCRIPTION: STORE KEEPER

- To exercise general control over all activities in store department
- To ensure safe keeping both as to quality and quantity of materials
- To maintain proper records

AREAS OF PROFICIENCY

- Microsoft Office Packages Proficiency including:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - Excellent communication and negotiation skills
- Graphics design
- Proficiency in typing
- Internet web based facilities

PERSONAL DATA

NATIONALITY	Nigerian
SEX	Male
MARITAL STATUS	Single

PERSONAL SKILLS

- Good knowledge of corporate credit, collection agencies, legal and compliance procedure, credit risk, and account management.
- Understanding of the full credit lifecycle including acquisition, fraud, account management, collection, and recoveries.
- Proficient in Microsoft word, excel, and PowerPoint for effective reporting and analysis.
- Experienced in performance management, risk assessment, and mitigation.
- Excellent analytical skills, both quantitative and qualitative, enabling informed decision-making.
- Numerically savvy, able to work with date, perform analysis, and communicate results affectively.

PERSONAL QUALITIES

- A team player.
 - Motivated to excel, passion for work.
 - Ability to multi-task
 - Good Organization & Management skills.
 - Positive attitude, honest and dependable.
 - Very dynamic, a fast and willing learner and ability to deal with stress using healthy coping skill.
 - Excellent communication and presentation skills.
 - Critical thinking/problem solving; excellent analytical and computation skills.
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HOBBIES

→ Reading, Motivational speaking, Do-it-yourself activities, Youth development, Philanthropy, Travelling and Meeting people.

CERTIFICATES AND AWARDS OBTAINED WITH DATES

- **NYSC Discharge Certificate**, National Youth Service Corp, Lagos State, 2020
 - **National Association of Technologist in Engineering (NATE)** 2019
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REFERENCES

Mr. FOLA YAKUBU

Bank of industry, Nigeria

Marina, Lagos.

08030426475

MR HAMMED OLODO

Kwara State Civil Service Commission GRA Ilorin

08033809927

Engr. **OBALOWU ABDULRASHEED**

Snr, Lecturer Kwara state polytechnic Ilorin

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