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NATIONAL YOUTH SERVICE CORPS

Certificate of National Service

This is to Certify that

Babatunde, Oluwakemi IE.

NPSC/ZM/kwqoz/242975 has satisfactorily completed one year of national service from 6th March 2007 to 5th March 2008, in accordance with Section 11 of the National Youth Service Corps Decree No. 51 of 1993.

5th March 2008.

Director-General
National Youth Service Corps



KWARA STATE POLYTECHNIC

(OFFICE OF THE REGISTRAR)

P. M. B. 1375,
Ilorin, Nigeria.
Telegram: KWARA POLY
Tel: 221840 D/L
221440, 221441

Rector: Dr. Y. A. Abdulkareem B Eng. (ABU) M. Eng (Sheffield) Msc (NY) PhD (NY) MIHE MNSE, Reg. Engr. Coren.
Registrar: M^{rs}. Victoria A. Osundahonsi, B. Sc. (ABU); M. Sc. (UNILAG); PGD Comp. Sc. (UNILAG); MNIM; AMTPM

Our Ref: REG/DR/A/SE/23158

Your Ref: _____

Date: 09/11/2006



STATEMENT OF RESULT

This is to certify that:

RAJI, OLUWAKEMI E.

with Matric No HND/04/EM/044

having completed an approved course of study and passed the prescribed examinations, has under the authority of the Academic Board, been awarded the HIGHER NATIONAL DIPLOMA of the Kwara State Polytechnic, Ilorin.

in ESTATE MANAGEMENT with LOWER CREDIT

Effective date of this award is 2005/2006 session

Accept my congratulations.

THE CERTIFICATE WILL BE ISSUED IN DUE COURSE

M.O. SALAMI

09/11/2006

Deputy Registrar (Academic)
for:- Registrar

The West African Examinations Council

West African Senior School Certificate

JUNE 1999

This is to Certify that: **RAJI OLUWAKEMI EBUNOLUWA**

born on: **MARCH 15, 1977**

sex: **FEMALE**

having been in attendance at the following recognised school

MORO LOCAL GOVERNMENT SECONDARY SCHOOL, OLORU

sat The West African Senior School Certificate Examination
and obtained the results shown below.



SUBJECT	GRADE
COMMERCE	1
FINANCIAL ACCOUNTING	4
ECONOMICS	4
GOVERNMENT	6
ENGLISH LANGUAGE	7
YORUBA LANGUAGE	3
MATHEMATICS	5
BIOLOGY	6
SUBJECTS RECORDED	EIGHT

CANDIDATE No.

4241206141

CERTIFICATE No.

NGWASSCS 493610



CD 23

Y. A. Oluwalana

Chairman of Council

S. O. Oluwalana

Registrar to the Council

The West African Examinations Council

West African Senior School Certificate

DECEMBER 2000

This is to Certify that: **RAJI KEMI EBUNOLUWA**



born on: **AUGUST 6, 1982**

sex: **FEMALE**

sat the West African Senior School Certificate Examination
at the following centre and obtained the results shown below:

ILORIN

SUBJECT	GRADE
FINANCIAL ACCOUNTING	6
GOVERNMENT	6
ENGLISH LANGUAGE	6
SUBJECTS RECORDED	THREE

CD21

CANDIDATE No.
5240613161



[Signature]
Chairman of Council

CERTIFICATE No.

NGWASSCP 208604

[Signature]
Registrar to the Council



(Chartered By Decree No 58 of 1992)

This certifies that

Babatunde Oluwakeni Ebunoluwa

having satisfied the requirements of the Institute
is hereby enrolled as

ASSOCIATE

of the Institute on

19th May 2016

Given at Lagos, Nigeria, under
the Regulations, Byelaws and Seal of the Institute

PRESIDENT

REGISTRAR



Membership No

3/1600412

CURRICULUM VITAE

BABATUNDE, OLUWAKEMI EBUNOLUWA

CAREER OBJECTIVES

To contribute to the development of company standard by strategically delivering qualitative service for overall business growth and share my experience with groups and organizations in search of successful methods for effective administration/management for corporate success. To me, people remain the most valuable asset of any organization and they should be treated as such.

PERSONAL DATA

Sex	Marital Status	Nationality
Female	Married	Nigerian

Date of Birth	Phone Number	Place of Birth
6 th August, 1982	08035286186	Lagos

Home Address	E-mail Address
No 3, Rumukwurushi Street, Rumuomasi, Port Harcourt, Rivers State.	radiantkemi@gmail.com

EDUCATION

School Attended	Dates	Qualification
Kwara State Polytechnic Ilorin, Kwara State	Mar. 2004 – May 2006	H.N.D in Estate Management
Kwara State Polytechnic Ilorin, Kwara State	Feb. 2000 – Nov. 2002	N.D in Estate Management
Moro Local Govt. Sec. School Oloru, Kwara State.	Jan.1999 – June 1999	W.A.S.C
Metropolitan College Isolo, Lagos.	Jan.1992 – June 1998	W.A.S.C
Effortswill Nur. & Pry. School Ejigbo, Lagos	Sept. 1987- Aug. 1992	First School Leaving Certificate

EMPLOYMENT RECORDS

Employer	Period	Designation
1. C&I Leasing Plc. Port Harcourt, Rivers State.	Jan 2016 – To date	Human Resource Executive

Duties:

- ◆ Responsible for initiating, documenting and implementing HR welfare policies in Port Harcourt Office.
- ◆ Periodic review and implementation of existing HR welfare procedures and processes in the Port Harcourt Office and related environment.
- ◆ Responsible for documentation and implementing the company's medical scheme relating to the location.
- ◆ Responsible for all aspects of employees' welfare policies,
- ◆ Coordinating welfare rights and advice services, and the equitable employee welfare policies.
- ◆ Identifying training and development needs of Staff.
- ◆ Staff Audit within the location
- ◆ Undertake such other duties as required and commensurate with the grade and title of the job.

Employer	Period	Designation
2. C&I Leasing Plc. Port Harcourt, Rivers State	Nov. 2011 – Dec. 2015	Client Service Executive.

Duties:

- ◆ Provide effective Interface with outsourced staff on all issues.
- ◆ Assist in organizing product line training program in all locations.
- ◆ Liaising with HR unit on recruitment of staff to be outsourced to clients.
- ◆ Process client complaints and Feedback.
- ◆ Generation of Monthly Account Report to Client.
- ◆ Develop and sustain viable business relationships with existing and prospective clients.
- ◆ Follow up on Payments and receivables.
- ◆ Manage the framework for the customer service operation.
- ◆ Providing relevant information for Invoicing and follow up on payments for all services provided
- ◆ Ensure invoice are sent out to clients as at when due.
- ◆ Assist in Marketing Outsourcing Support businesses
- ◆ Prepare Monthly reports on Business development and Relationship management
- ◆ Assist in Preparing bids/tender

Employer	Period	Designation
3. C&I Leasing Plc. Port Harcourt, Rivers State.	Apr. 2009 – Oct. 2011	Marketing Executive HERTZ

Duties:

- ◆ Marketing of Hertz products.
- ◆ Identify and Evaluate Customers' needs with a view to meeting them.
- ◆ Analysis of Monthly Marketing Plan according to each sector & how it will be implemented.
- ◆ Preparation and sending of proposals to potential client.
- ◆ Ensure that rental procedures and Customer services standards are in line with company operational procedure.
- ◆ Achieves target fleet utilization and ensure timely lodgment of money.
- ◆ Respond immediately to customer inquiries/information needs and provides positive, courteous service to customers.

Employer	Period	Designation
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4. C&I Leasing Plc. Sep. 2009 – Mar.2009 Team Lead (Finance Lease)
Port Harcourt, Rivers State.

Duties:

- ◆ Grow and maintain an average monthly consumer lease asset volume
- ◆ Manage Key account relationships with individual/corporate customers
- ◆ Manage existing vendor relationships and sourced new ones.
- ◆ Review existing processes and initiated a process reengineering effort to facilitate improved customer service.
- ◆ Coordinate the activities of the team members to ensure compliance with standard operating procedure, planning of marketing strategies, recovery of delinquent assets

Employer**Period****Designation**

5. C&I Leasing Plc. Feb. 2008 – Aug.2009 Marketing (Finance Lease)
Port Harcourt, Rivers State.

Duties:

- ◆ Creating awareness for consumer goods items.
- ◆ Marketing of consumer goods (house-hold items and cars) for lease.
- ◆ Marketing of house-hold items through easi-lease package
- ◆ Processing and preparation of offer letter.
- ◆ Collection of initial deposit and postdated cheques

Employer**Period****Designation**

6. BACAB PROPERTIES. Jun. 2002 – May. 2003 Industrial training
Abuja, FCT.

Duties:

- Supervises property Management and development.
- Valuation and assessment of property Valuation and assessment of property.

7. Oginigba Community Secondary Mar. 2007 – Mar. 2008 Teacher
School, (National Youth Service)
Oginigba, Port Harcourt,
Rivers State.

Duties:

- ◆ Taught commerce

TRAININGS**Course Title****Organiser****Date**

- | | | |
|------------------------------|--|---|
| 1. Basic Leasing Course | Equipment Leasing Ass. Of Nig.
(ELAN) | 24 th – 28 th Nov 2008 |
| 2. Employment Regulation and | Excel Mgt. Consult & Fed. | 22 nd – 23 rd May. 2013 |

Practices in Nigeria	Ministry of Labour & Productivity	
3. Outsourcing & Productivity Enhancement Strategies	Chartered Institute Of Personnel Management (CIPM)	9 th – 10 th July 2014

WORKSHOP/SEMINAR

Theme	Organiser	Date
1. Switch On.	Chartered Institute Of Personnel Management (CIPM)	14 th - 16 th October 2014

MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Status	Date
❖ Chartered Institute Of Personnel Management (CIPM)	Associate Member	May 2016

TRAIT/SKILLS

I am a team player, dependable, a goal getter, dedicated, Loyal, a creative thinker, hard-working, dynamic, resourceful, tactful and I have an excellent communication and interpersonal skill.

Hobbies	Languages	Computer Knowledge
Singing, Travelling And Meeting People	English and Yoruba	Microsoft Word, Microsoft Excel, Microsoft PowerPoint

REFEREES

Names of Referees will be provided on request