

# RESUME



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**State of Origin:** Lagos-State

**Date of Birth:** 28th June, 1984

**Marital Status:** Single

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## Olusi, Babajide Adebayo

### Career Profile

*My goal right now is to find a position at a company where I can grow and take on new challenges over time. Ultimately, I'd like to assume more management responsibilities and get involved in product strategy. But most importantly, I want to work for an organization where I can build a career.*

### Key Expertise& Unique Skills

Tactical implementation skills to:

- Coordinate all the spheres of business operations within office.
- Possess excellent strategic and organizational skills such as excellent communication and interpersonal skills.
- Develops human resource functions that support corporate objectives;

#### **Other Skills:**

- Training, presentation skills and competent in MS-Word/Excel (Computer Ability)
- Good team player, relationship management and excellent customer service

### Educational Qualifications

University of Nigeria, Nsukka. **B. Sc. In Business Education [Accounting],** 2008

Federal College of Education (Technical) Akoka. **Business Education [Accounting],** 2003

Ogba Grammar School, Ogba-Ikeja, Lagos - **WASC,** 1997

### Professional Experience

1. **Admin/Operations Officer** 2013-2017  
Total Protection Solutions Limited, Lagos, Nigeria

### **Key Role**

- Support business operations, develops business initiatives with pragmatic implementation plans and oversees project activities by ensuring quality assurance
- Preparing weekly reports bothering on operations and administration of the business which guides and inform operations
- Responsible for personal and professional development of the organisation's personnel, which involves employee orientation, development plans and training
- Build relationships and interact with company's regulatory agencies such as HABC, City & Guilds, DPR and NSITF to provide excellent planning, consulting and expertise within timeframe
- Compilation of annual tax returns filling, DPR licensing, NSITF registration documentation and other relevant registrations
- Keeping inventory of company equipment and resources including details of maintenance to assist the efficient use of resources through assist register
- Ensuring that the company has a quality assurance policy and procedures that are implemented across the business which enables us to pass our annual QA revalidation by our international certification agencies – NVQ & HABC
- Keeping records of all expenses and incomes report to the business manager which now feeds our monthly management account and subsequently annual reports

### **Key Achievements**

With a genuine integrity that is readily recognized, I have established a reputation as organizations' core strength that can be trusted and relied upon to champion policies and practices capable of creating long term value.

**2. Account/Sales Executive Officer** **2013 – 2013**  
Jubilee Mortgage Banking, Ilupeju-Lagos

### **Key Role**

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options
- Raised of petty cash and posted customers' savings visa cost centre
- Prepares reports by collecting, analyzing, and summarizing information.
- Opened customers ledger account to reflect their monthly savings
- Raised invoices, receipt & posting to various customers' account
- Provided weekly report to the Managing director
- Delivered exceptional customer services through opening of accounts, treating customers' complaint and dealing with accounts queries;

### **Key Achievements**

Contributed to the growth of the company as evidenced in its 2013 Financial Statement in areas which include resource management, hiring exceptional and result-driven individuals, timely employee appraisal to address skill gaps among others.

### 3. **Financial Accounting Teacher**2012

Wesley Girl Grammar School, Yaba-Lagos

- Maintained complete and accurate records of each student's academic, social, and emotional growth using both school wide and classroom based formative and summative assessments
- Established consistent and logical limits, expectations, and classroom routines for students to allow for maximization of learning
- Maintained close relationships with parents, communicating on a regular basis
- Translated lesson plans into learning experiences so as to best utilize the available time for instruction
- Evaluated students' academic and social growth, keeps appropriate records, and prepared progress reports
- Demonstrating knowledge, competence and confidence in the relevant subject discipline.

### **PROFESSIONAL COURSES ATTENDED (With Dates)**

- HABC Award in Security Guarding (QCF) Level 2, UK **2015**

### **SPECIAL SUPERVISION PROJECT WORK UNDER.**

- **HABC Award in Security Guarding (QCF), UK** (Security Training) **2015**  
*(Organized for Security Operatives in Total E & P Nig; Ltd, PH)*
- **Corporate Investigation Techniques & Report Writing** **2014**  
*(A Training Developed For Security Operatives of Central Bank of Nigeria)*
- **Security Intelligence Level 1-3** **2013**  
*(Organized & Developed For Security Operatives, Total E & P Nig; Ltd-PH)*

**HOBBIES/INTEREST:** Travelling, Surfing, Reading and Scrabble.

### **Referees**

Available on request