

# OYEBADEJO OLUWADAMILOLA AYODEJI

[www.linkedin.com/ayodeji-oyebadejo-910b90170](http://www.linkedin.com/ayodeji-oyebadejo-910b90170) Tel.+2348171001451 ayodejioyebadejo6@gmail.com

## **CAREER OBJECTIVES:**

Specialist registrar and Insurance broker well versed working with staff & external partners & superiors alike, accurate at documentation, skilled at building positive relationships & promoting loyalty by providing exceptional service in every interaction. Knowledgeable in Insurance procedures at updating files, resolving issues and verifying authorizations. Top - notch administrative professional with advanced technical & customer service skills.

## **WORK EXPERIENCE:**

**July 2008 - May 2018**

**FIRST REGISTRARS AND INVESTORS SERVICES NIG LTD.**

*Plot 2, Abebe Village, Iganmu, Lagos.*

**Job Title: Assistant Registration Officer**

- **Verification Officer:** Verification and upload of customer transactions to c.s.c.s portal. Verification of signatures and instant upload of client transactions to c.s.c.s & stock exchange in respect to final verification of customer's stock portfolio.
- **Assistant to Head Customer Service Unit:** Customers /clients inquiries on various operations most especially the collation of outstanding dividend warrants & certificates & processing of clients' accounts & lodgments with c.s.c.s. as well as all call over reports spooled & verified as compared to client details. This ensures an effective and timely service delivery to customers & clients service unit. Interaction with customers professionally by phone, email or in-person to provide information & direction to desired staff members.
- **Assistant to Head of Scanning Unit:** Supervision of documents scanned into various clients accounts as per shareholders details - i.e Banker's confirmation of signature, signature mandate forms, transfer & application forms, company stock broker mandate forms, & electronic dividend mandate forms.
- **Head of Document Archive and Retrieval Unit:** To archive documents according to their serial number & alphabetic volumes & subsequent retrieval when needed. This has drastically reduced law suits to a bearable minimum.
- Relief officer to Branch Head(s) during their annual leaves.
- Strategically distribution of administrative tasks amongst staff & provision of guidelines to promote performance-
- Production of high quality documents, spreadsheets & presentations for internal customer using MS Office suite.
- Other duties assigned by supervisors.

## **WORK EXPERIENCE:**

**August 2018 - Jan 2021**

**DEOCOM SYSTEMS NIG LTD.**

*38/40 Industrial Layout, Ilupeju.*

**Job Title: Human Resource Manager**

- **Human Resource Manager:** Manager in charge of Human resources and personnel management in the company. Handling of staff personal records, Inventory management, corporate entity and staff evaluation.

## **EDUCATION:**

**Modules:** Strategic Investment/Financial Management and Entrepreneurship, Leadership (ICT, Media & Organization)

March 1999 - July 2004 **Bachelor of Science Insurance** (University of Lagos, Akoka Campus, Lagos)

July 1997 - March 1999 **National Diploma Insurance** (Lagos State Polytechnic, Isolo Campus, Lagos).

February 1989 - May 1995 Apata Memorial High School, Isolo Lagos.

June 1983 - February 1989 Corona Primary School, Victoria Island, Lagos.

**AFFILIATIONS:**

Nigerian Institute of Management (NIM) "Associate Member" - 25th March, 2010.  
Institute of Capital Market Registrars (ICMR) "Associate Member" - 9th March, 2013.  
Certified Institute of Pensions Last Stage - (Certificate in View)  
Chartered Institute of Bankers of Nigeria 1st Stage Ongoing.

**ACCOMPLISHMENTS:**

Resolved product issue through consumer testing.  
Collaborated with team in the development of customer client database.  
Supervised team of 15 staff members.

**PROFESSIONAL CERTIFICATIONS:**

Nigerian Institute of Management (NIM) "Associate Member" - 25th March, 2010.  
Institute of Capital Market Registrars (ICMR) "Associate Member" - 9th March, 2013.  
Certified Institute of Pensions Last Stage - (Certificate in View)

**PROFESSIONAL TRAINING:**

Various Professional share registration and ICT trainings organized by various training consultants.

**EXTRA CURRICULAR ACTIVITIES**

Various board games, web surfing and meeting people from different walks of life.

**REFERENCES:**

**Mr. Segun Arowodasa**

Human Resources Manager  
Chapters and Heights Investment Ltd,  
52, Adeola Ogunsanya Road,  
Surulere, Lagos.  
+2348023175130  
[segundash@gmail.com](mailto:segundash@gmail.com)

**Mr. Adeniran Adebayo**

Head Lecturer,  
Yaba College of Technology, Computer Dept  
Yaba Campus  
Yaba, Lagos.  
+2348157456781  
[adeniranadebayo@yahoo.com](mailto:adeniranadebayo@yahoo.com)

**Mrs. Jumoke Kushimo**

Head Scanning Unit,  
First Registrars and Investors Services Nig Ltd.  
Plot 2, Abebe Village, Iganmu, Lagos.  
+2348024142882  
[jumokekushimo@gmail.com](mailto:jumokekushimo@gmail.com)

