

Adeyemo, Bamidele Victor

Plot 7 Ado Street,
Ijapo Estate -Akure,
Ondo State, Nigeria.

Mobile No:+234-806-8574-432,+234-803-6277-810.

E-Mail Address:vicar2004@yahoo.com

G-Mail Address: adeyemobamidele@gmail.com

Objective

To work in a quality oriented service provider organization with scientific and administrative innovation where hard work, commitment and dedication are function of reward.

Experience

Jan. 2019 – To Date: ACCENT Business Academy

Facilitator:

- Systems Approach to Entrepreneurship
- Digital Marketing
- ICT Related courses.
- Students Mobilization.

Aug. 2018 – Dec. 2018: Reconciliation House Nigeria Inc. Akure Ondo State.

(Personal Assistant to the President) Volunteer.

- Provide efficient secretarial & comprehensive administrative support
- Email management - Screen all Emails, Calls and Calendar invites on behalf of the President, responding and prioritizing as necessary on his behalf.
- Produce documents, take minutes, compose and type correspondences on behalf of the President and prepare high level PowerPoint presentations, with extensive use of Excel.
- Operationally support project team, monitor tasks and timescales, progress against deadlines and budgets.
- Any other businesses or personal matters as directed by the president.

Aug. 2016 – Dec. 2016: Heritage Bank Plc Idanre Branch.

Service Manager:

- Branch operations coordination.
- Budget and Implementation.
- Cash Management and Monitoring.
- ATM management and Coordination.
- Security coordination & Ambience supervision.
- Inter-Branch relationship and Management.
- Facility Inspection and Maintenance.
- Account Reconciliations.
- Reports rendition.

September 2014 – July 2016: Heritage Bank Plc Akure Market Branch.

Service Executive Transaction:

- Cash management & Supervision
- Money Transfer Services
- Accounts reconciliation
- Weekly, Monthly, Quarterly & annual Report Rendition
- Monitoring Asset Register
- Daily Vault and Teller tills Balancing.

June 2013 – Aug. 2014: Enterprise Bank Limited, Alagbaka – Akure.

Personal Assistant to the Regional Head (RH).

- Responsible for managing the day to day smooth running of the office, coordinate and supervise staff, assign work, delegate authorities and raise schedules
- Provide efficient secretarial & comprehensive administrative support
- Full Management of RH's Diaries and Schedules
- Arrange all meetings, room bookings and scheduling on behalf of the RH.
- Email management - Screen all Emails, Calls and Calendar invites on behalf of the RH, responding and prioritizing as necessary on his behalf
- Produce documents, take minutes, compose and type correspondences on behalf of the RH and prepare high level PowerPoint presentations, with extensive use of Excel.
 - Issue agenda for weekly Project Checkpoint meeting, logged attendance, took minutes and updated the Actions list.

June 2011 – July 2012: Enterprise Bank Limited. Okeagbe Branch. (Ondo S/W2).

August. 2003 – May 2011: Enterprise Bank Limited. Isua Branch. (Ondo S/W2).

Customer Experience Officer:

- Account creation and maintenance
- Booking of Money Market
- Customer Enquiry
- ATM Issuance and Mentainance
- Cheque Book issuance and Management.

Jan. 2002 – Dec. 2002. Shira L. G. A. Secretariat. Yana Bauchi State.

NATIONAL YOUTH SERVICE CORPS (Information Department)

- Computer Training
- Computer Mentainance
- Computer Operations.

Industrial Training Programme

- Ministry of Finance (Data Entry Section) Akure
- Memo links Computer School, Akure Ondo State (Tutor)
- Stetson Computer Engineering, Ilorin Kwara State.

Banking In-House Training Programme.

- Globus Application Packages Orientation(2008)
- General Banking Operations and Procedures(2008)
- Overview of Finacle Application Package(2008)
- Moneygram Basic Operations in Nigeria(2008)
- Business Development & Money market ops(2008)
- Revenue collections & Mobilization(Paydirect)(2008)
- Customer service Excellence &Effective Teller (2009)
- AML/CFT (Anti-Money laundering) (2015).
- Environmental Sustainability (World Bank/CBN (2016)).

Self Development Training External

- Computer Networking Administration, Maintenance & installation.
- Cisco Certified Network Associate. NIIT, Akure – Ondo State-2011
- Web Design and Development. JIT Solutions, Akure –2012
- Haggai Institute Leadership Training (Nigeria) -2015
- Android Development for Beginners Course (Sponsored by Google)-2017
- Basic Entrepreneurial training (Millionaire Academy): 2017 – 2019.
- Associate Android Development Certification (Sponsored by Google).

Education

1996– 2011

Masters in Business Administration (2009 - 2011).

(Adekunle Ajasin University, Akungba Akoko. Ondo State).

Post Graduate Diploma in Computer Science (2004-2006).

(Federal University of Technology, Akure Ondo State).

Higher National Diploma In computer science (1996-1997).

(Kwara State Polytechnics, Ilorin. Kwara state).

Ordinary National Diploma In computer Science (1996-1997).

(Kwara State Polytechnics, Ilorin. Kwara state).

Membership:

Chartered Institute of Bankers of Nigeria (Member: N77389).

Interests

Reading, Listening to Music, Adventure, Traveling and Surfing the Net.

Bio-data

Date of Birth: August 16th 1978, Place: Ogbagi Akoko. State of Origin: Ondo.

Referee

**1. Mrs. Adekanmbi Olufunke
Assistant Director,
INEC, Ado-Ekiti.
Ekiti State. Alagbaka Akure.
+234-803-379-8792.**

**2. Elder Olateju-Woye Israel
Life-Steps Publishing Limited,
Ajipowo Estate, Ondo Road.
Ondo State.
+234-803-379-6343.**