AYENI

 Ayeni-393006@2freemail.com

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| 1. **PERSONAL PROFILE AND OBJECTIVE**
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| C:\Users\bidemi\Desktop\P2910006.jpg | * Excellent leadership skills, trustworthy, discreet, well organized with an attitude of self-motivation, creative, goal-getter, multi-tasking and great adaptability to any enterprise’s environment.
* Seeking a challenging position in a growth orientedand progressive institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.
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| 1. **PERSONAL DATA**
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| Date of birth: | May 5, 1987 |
| Gender: | Male |
| Marital status: | Single |

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| 1. **EDUCATIONAL INSTITUTION AND QUALIFICATION WITH DATES**
 |
| 2006 – 2010  | Babcock University Ilishan Remo Ogun StateB.Sc International Law and DiplomacySecond Class lower Division (Honors) |
| 2000 – 20051999 – 2000 | Babcock University High School, Ilishan Remo, Ogun State. Ipoti High School. Ipoti Ekiti. (JSS1) |
| 1990-1999 | Oluwalose Nursery And Primary School. Ipoti Ekiti. |

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| 1. **WORK EXPERIENCE**
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| Period: | **June 2012- May 2017** |
| Department: | Learning and Development  |
| Position: | Analyst  |
| Name of employer: | Leadership and Vision Limited. 18, Babatunde JoseVictoria Island,Lagos. |
| **Duties:** |
| * Contents development i.e.developing training slides and participants manual etc.
* Event planning, management and execution of logistics for all training conferences.
* Participates in needs analysis study to determine training needs within each department. Plans and coordinates employee development plans that address skill requirements to meet organizational needs.
* Formulates training policies, utilizing knowledge of training needs, company production processes, business systems, and changes in procedures and services. Actively searches and designs effective methods to educate and enhance performance.
* Monitors, evaluates, and reports on the effectiveness of training programs. Tracks control training materials using document management systems. Maintains training records and employee certification programs.
* Review of facilitators assessment i.e performance, recommendation and follow up of programme
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| Period: | **JULY 2011 TO JULY 2012** |
| Department: | Graduate Trainee (HR department) |
| Position: | NYSC corp. member ( Secretary) |
| Name of employer: | Ken Nwanna & Co. Legal Practitioners. 285, Nnamdi Azikwe Avenue. Awka. Anambra State. |
| **Duties:** |
| * Improved manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling employees.
* Implemented human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention.
* Developed human resources solutions by collecting and analyzing information; recommending courses of action.
* Complied with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
* Enhanced department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
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| Period: | **May 2008-September 2008** |
| Department: | Accounting |
| Position: | Deputy Accountant (intern) |
| Name of employer: | Mega Assets Managers Limited. 1, Dapo Solanke Street, Lekki, Lagos. |
| **Duties:** |
| * Handled the complete accounting cycle: checking for errors, correct principles being applied, and journal entry.
* Created ledger accounts including opening and posting entries.
* Closed accounts and prepared accounting reports.
* Responsible for safe deposit box and performed audit with weekly transactions.
* Oversaw process of charging employees for a company/employee loan program.
* As an intern, I was responsible for accounts payable and accounts receivable.
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| 1. **ADDITIONAL SKILLS AND KEY COMPETENCIES**
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| * Strong human relations handling skills and financial aptitude, as demonstrated by solid administrative record
* Effective personal and leadership skills, strategic thinking capability and value creation through people development
* Professional knowledge of administration, great influencing and negotiating skills and quality service delivery
* Efficient and effective interpersonal skills, business awareness, and good communication skills
* Excellent customer service skills developed through administrative human capital development experiences
* Ability to effectively handle multiple responsibilities while maintaining good performance
* Proficient in Microsoft office applications
* Exceptional initiative to support organization at all times through proactive planning and organizational skills.
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| **6. LANGUAGE**  |
|  | English (native speaker) |

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| 7. TRAININGS ATTENDED |
|  **PERIOD**  | **PROGRAMME TITLE** |
| 1. March 2011
2. November 2012
3. June 2013
4. May 2014
 | * Choose to Make a Difference
* Development Management Skills
* Strategic Thinking And Execution
* Emotional Intelligence
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| 8. LEADERSHIP EXPERIENCE |
|  **PERIOD**  | **RESPONSIBILITIES AND POSITION** |
| 1. 2009-2010
2. 2004-2005
 | **Electoral Committee Chairman (ILDSA).** To conduct and coordinate all electoral activities for the department.**Member Electoral Committee (BUSA).** To conduct elections and usher in a new administration for the student’s union.**Sport Prefect Boy.** To coordinate all sporting programs and cater for the social welfare of the students. |

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| **9. INTEREST/ HOBBIES** |
|  | Reading, Playing Indoors Games, Logistics and Researching.  |