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JAIYEOLA AFEEZ OLALEKAN, PHD (IN-VIEW), M.SC, B.SC, ACIB (NIG.), AIB (S.A.)

PROFILE/OBJECTIVE

Profile A resourceful, highly focused, self-driven strategic and analytical thinker possessing good leadership, interpersonal and social skill, with a high level of integrity and self-regulation, communicating effectively both orally and in written words

Objective: To provide leading edge services that will add value to my organization's corporate goals with undiluted passion for excellence

PERSONAL DATA

Sex/Marital Status: Male / Single

Date of Birth: January 4th 1980.

State: Kwara State

Nationality: Nigerian

ACADEMIC QUALIFICATION

University of the Western Cape, Cape Town, South Africa	2016 - 2018
<i>Phd Economics (Specialisation: Development Economics with focus on Poverty)</i>	

University of Lagos, Akoka, Lagos, Nigeria:	2013
<i>M.sc. Economics (Specialisation: Petroleum Economics)</i>	

University of Lagos, Akoka, Lagos, Nigeria:	2008
<i>B.sc. Economics (Second Class Upper Division)</i>	

Yaba College of Technology:	2001
<i>National Diploma in Accounting</i>	

Saint Francis Grammar School	1998
<i>West African Senior School Certificate Exam</i>	

Olimoh Memorial Primary School	1993
<i>First Leaving School Certificate</i>	

PROFESSIONAL QUALIFICATIONS

Chartered Institute of Bankers of Nigeria
(Associate member of Chartered Institute of Bankers of Nigeria)

Institute of Bankers of South Africa
(Associate member of Institute of Bankers of South Africa)

Member, Nigerian Association of Energy Economics (NAEE)

Member, Nigerian Economic Society (NES)

RESEARCH ASSISTANCE SHIP EXPERIENCE

- **Dr. Amiena Bayat (Ph. d Supervisor)** *February 2016 – Till date*
Department of Economics, Faculty of Economics and Management Sciences,
University of the Western Cape, Cape Town, South Africa
- **Dr. Femi Saibu** *January 2012– September 2013*
Department of Economics, Faculty of Social Sciences, University of Lagos, Akoka, Lagos
State, Nigeria
Research Assistant:
Macro econometrics and Policy Modeling
Data Mining
Data Analysis
Writing of proposals Research
Report and Publication

ADMINISTRATIVE AND ACADEMIC EXPERIENCE

University of the Western Cape – Residential Services

Student Assistant

March 2016 – Till date

- Tutored undergraduate in economics and business related modules
- Organised learning circle with Res-life Development Officers
- Organised seminars on different issues within the field of Economics
- Catered for multitude of learning needs of students
- Managed students in difficult situations
- Support students with moral advice

Volunteer Experience and Causes

South African National Zakah Fund (SANZAF)

March 2016 – Till date

Mentoring Youth Programme

- Tutored secondary school students to attain academic excellence
- Organised career path programme for secondary school students to guide them on how to choose future career
- Organised competition for secondary school student to improve their interaction with their peers
- Organised social activities for secondary school students to learn and improve on manners of relating with their peers and people in the society

Trusted Edge Consulting Limited

Manager, Business Research and Development

April 2014 – Nov. 2015

- Led the team that won and organised nationwide training on Microsoft Excel for Union Bank of Nigeria PLC
- Among the team that organised & achieved Incremental Sales Plan (ISP) for Caring Chemistry Limited
- Among the team that implement a Human Resources Metrics Template for Dangote Group
- Among the team that organized Sales Conference for Dangote Group, Ministry of Justice and PZ Cusson
- Among the team that implement Training Dash Board Template for Union Bank of Nigeria Plc which is used Bank wide
- Serves as facilitator and coordinator in many in-house and off-site training programmes
- Developed top notch proposals that have won many Consulting and Training mandate for the organisation
- Direct and coordinate training programmes
- Serves as interface between clients and the organisation
- Consult for the organisation on research and training programmes to be carried out for it client
- Serve as faculty member for training programmes
- Train and coordinate staff on their job description
- Arrange meetings and follow up on products introduced to prospective customers
- Oversee recruitment process for the client of the organisation

Gulf Treasures Limited (Member of Danco International Group)

Stock Officer

Nov. 2013 – March 2014

- Reporting to the Chief Executive officer of the organisation
- Responsible for managing products inventory
- Responsible for carrying out daily stock verification and ensuring product discharge is in sync with closing stock level
- Oversee all activities related to loading and discharge of products and ensures necessary controls are in place to check fraud and product losses
- Responsible for daily physical stock verification before start of loading activities
- Responsible for reconciling daily sales discharge against opening stock and reporting discrepancies
- Responsible for sealing of tank valves at close of business daily or as needed
- Responsible for securing unused seal and documentation of used seal number
- Responsible for signing off loading orders before product discharge
- Responsible for managing loading activities
- Responsible for monitoring and filling accuload printouts of all products discharge
- Responsible for developing stock management and control strategies
- Responsible for escalating and initiating an investigation into any observed sharp practice or fraud as regards company products
- Daily, Weekly and Monthly stock and activity reports
- Responsible for reporting and ensuring and issues that may cause inventory losses are resolved as soon as possible e.g leaking pipes or valve
- Any other assigned task

FDHL

Finance and Account unit

January 2011- December 2011

- Involved in asset appraisal and facility management of the organisation
- Prepare business analysis and process for the organisation
- Assist in preparing income statement and expenditure analysis for the organisation
- Assist with preparation of business and financial modules for financial training by the organisationg
- Facilitate and portray good image of the organisation by having good relationship with client who do business with the organisation
- Assist in preparation and review of the yearly budget for the organisation

Metric Insurance Brokers Limited:*August 2009 –Nov. 2010*

Accountant

- Involved in the preparation of yearly budget statement for the organization
- Participates in the monthly review of budget performance
- Involved in the preparation of company's Profit and Loss accounts
- Supervises the preparation of debtors' age analysis.
- Involved in the reconciliation of Bank Statement.
- Involved in the reconciliation of Agency account with Insurance companies

NYSC Borno State:*August 2008 – July 2009*

Student Teacher

- Taught Economics as a subject in all the senior classes
- Involved in the record keeping of income and expenditure of the school
- Together with his colleagues introduced learning new aids that improved communication between student and teachers
- Together with his colleagues organized field trips to some government parastatals

Guaranty Trust Bank:*February 2008 – July 2008*

Bank and Credit Administrative Support

- Maintained and resolved all outstanding and backlogged loan security documentations.
- Provided records for the movement of loans and advance securities/ collateral from safe.

- Compiled schedule (bad debt) for submission to Central Bank
- Updated loan and advances records
- Performed record keeping of different bank guarantees issued to customers
- Restructured the organization documentation and file retrieval database and storage processes

Nigerian National Petroleum Corporation

Feb. 2002 – Feb. 2003

Finance and Account Assistant

- Provided support for the expenses made by the major and independent marketers.
- Sorted meter tickets of major and independent marketers of NNPC products and determining the amount payable
- Reconciled the expense made by major independent marketers
- Issued cost estimate certificate to the major and independent marketers
- Reconciled independent and major marketers balances

PUBLICATIONS

- Financing the manufacturing sector; performance problems and prospects
- Establishment of Farmers' Account
- The Nigerian Economy; *How far So far*
- **Jaiyeola, A. O. Saibu, M.O. (2013). Energy Consumption, Carbon Emission and Economic Growth in Nigeria.** Paper published by International Conference on Energy Policies and Climate Protection (ICEPCP` 2013), Johannesburg (South Africa)
- **Jaiyeola, A. O., (2014) Determinant of the Relationship between Labour Force Participation in South Africa for both Male and Female.** University of Cape Town Summer Training Programme in Social Science Research, organized by Southern Africa Labour and Development Research Unit (SALDRU BEST PROJECT FOR 2014)
- **Jaiyeola A.O & Saibu M.O. (2016) Causal Implication of Oil Production on Carbon Emission and Economic Growth in Nigeria.** *Economic and Environmental Studies*, www.ees.uni.opole.pl, ISSN paper version 1642-2597, ISSN electronic version 2081-8319, Vol. 16, No. 4 (40/2016), 695-706, December 2016.

SKILL

- Great Multi-tasking ability
- Good Analytical and problem-solving skills
- Excellent time Management skills
- Excellent communication and interpersonal skills
- An excellent team-spirit that thrive in challenging roles and tasks
- Proficient in the use of Administrative computer applications e.g. Microsoft Office Package (MS Word, Power Point, Excel, Publisher, Outlook)
- Proficient in the use of computer base data analysis packages like SPSS, E-VIEWS, Stata
- Proficient in Time Series Modeling
- Proficient in Business Report & Proposal Writing
- Proficient in Strategic Marketing Research Analysis
- Proficient in Statistics and Econometrics

TRAINING AND CONFERENCE ATTENDED

- Fundamentals of Financial Markets (Articulate) – FDHL: 27th - 29th May, 2011
- Office Resources Users Modules -FDHL/BPMSE 16th July - 18th Sept, 2011
- 53rd Annual Nigerian Economic Society (NES) international conference held at

Nicon Luxury Hotel, Abuja, with the theme “Youth Employment and Poverty Reduction in Nigeria”
August, 2012

- University of Cape Town; Summer Training Programme in Social Science Research
6th - 17th January, 2014
- University of Cape Town; Short Course on Panel Data Analysis: 16th - 18th Nov. 2016
- University of the Western Cape; Writing Retreat: 21st - 25th Nov. 2016
- University of the Western Cape; Publication Retreat: 6th - 10th Nov. 2016
- University of Cape Town; African Climate and Development Initiative (ACDI) 6th March, 2017
- University of Cape Town; Short Course on Measuring Economic Welfare: 10th – 14th July, 2017

HOBBIES

Reading, travelling, playing basketball and table tennis

REFERENCES

- **Charles Ile Ph.D.**
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Faculty of Economics and Management Sciences,
University of the Western Cape,
South Africa.
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- **Amiena Bayat Ph.D.**
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