

# **BELLO HABIB ABIODUN**

Location: IKOSI-KETU, LAGOS STATE

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## **A: CAREER OBJECTIVES**

- To work with existing staff and facilities, contributing to the best of my ability and quota with all creativity, so as to achieve organizational objectives, goals and targets.
- To also work in an organization that gives room for personal growth and leadership, where boundless thinking will be a competitive advantage.

## **B: SKILLS**

- Data Insight Analyst with SQL, Power BI, Excel and Google sheet.
- Team player with strong analytical and organizational abilities.
- Administrative responsibilities.
- Customer Service.

## **C: EDUCATION**

- ENTRY LEVEL EXPERIENCE PROGRAM DATA ANALYTICS. 2023
- ENTRY LEVEL DIGITAL/GROWTH MARKETING. 2023
- NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH (NEBOSH). 2023
- CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT (CIPM) EXAMINATION ROUTE. 2022
- NATIONAL YOUTH SERVICE CORPS (NYSC). 2019
- OBAFEMI AWOLOWO UNIVERSITY. 2018

## **D: QUALIFICATIONS**

- International General Certification in Occupational Safety and Health: 2023
- Professional Certification in Human Resource Management. (CIPM) 2022
- Bachelor Of Science in International Relations (Second Class Lower) 2018

## **E: WORKING EXPERIENCE**

**OTP INTERNET TECHNOLOGY, Zaeed Mall, Kudirat-Abiola way, Ikeja**

**Position: Human Resource Assistant, July 2022 – Sep 2023.**

**RESPONSIBILITIES:**

- Assisted Human Resource Manager in all Human Resource Functions.
- Prepared monthly report, payroll and pay slip using excel sheet.
- Constant check on employees to ascertain welfare, orderliness and legal compliance.
- Drafted weekly HR publications using the company culture and policies as bedrock and training manuals.
- Posted job ads to attract, recruit and onboard the best talent.
- Ensured working environments are conducive to all employee

**BIJE BUREAU DE CHANGE LIMITED, Western House, Lagos Island.**

**Position: Assistant Manager, December 2020 - January 2022**

**RESPONSIBILITIES:**

- Assisted Manager in all managerial functions.
- Deals with resolutions, decisions and performance problems.
- Liaised and negotiated with potential, prospective customers and vendors in the absence of Manager.
- Maintained all records and data of the forex(money) received from C.B.N and sales to customers.
- Maintained a safe environment for smooth relation between organization and customers.

**Kosofe Local Government, Ogudu Road Ojota, Lagos.**

**Position: HR Assistant (NYSC). November 2018 - October 2019**

**RESPONSIBILITIES:**

- Assisted HR in all human resources and admin related functions.
- Extracted and sent daily Staff attendance to HR for further decision.
- Liaised and negotiated with Vendors in the absence of HR.
- Made remittances of all statutory payments to Banks and Liaising with all relevant statutory Agencies as directed by HR.
- Generated and Updated reports on HR monthly report, Pay slip Attendance, Purchases, Maintenance (Departmental monthly provisions, Loan, Maternity Leave and Pension).

**F: PROJECT AND RESEARCH WORK**

- Occupational Health and Safety Practical Risk Assessment (NEBOSH) 2022.
- Impact of New Economic Partnership for Africa Development (NEPAD) Since 2001.

**REFEREES:**

(Available On Request)