Lawal Jelili Adekola

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I have potential with standards and ethics and I'm a professional. I am a graduate of Office Technology and Management with a keen interest to advance a career in a mentally stimulating and merit-driven environment. I adapt swiftly to change and discharge my duties effectively and efficiently. I'm committed to behaving in line with the goals and objectives of the organization.

PERSONAL SKILLS AND COMPETENCE

- Effective communication skills, good command of English (oral and written).

- Innovative team member, who pays rapt attention to details.

- Possess excellent organizational and management skills.

- Goal-focused, self-motivated, goal-oriented, ability to adapt to changing situations.

- Proficiency in Ms packages (Word, Excel, and PowerPoint).

- Ability to record maximum results under pressure and excellent public relations skills.

WORK EXPERIENCE

MAY 2021 TILL DATE | ASHA MFB. NIG. LTD.

CREDIT OFFICER

- Review loan requests

- Assess clients' financial status

- Evaluate creditworthiness and risks

- Contact clients for data and documentation

- Analyze risks and approve or reject loan requests

- Maintain updated records of loan applications

- Follow up with clients about loan renewals

- Monitor the progress of existing loans

JULY 2019 - MARCH 2021 | TAAS GROUP OF SCHOOLS, APATA, IBADAN.

Personal Assistant To The Chairman

- Scheduled meetings and managed calendars.

- Drafted correspondence such as emails and letters.

- Answered phone calls and emails.

- Took accurate and comprehensive notes at meetings.

- Helped with the daily time management of the Chairman.

- Ran errands as requested.

- Planned travel, including flights, accommodation, and ground transportation.

- File management.

DECEMBER 2017 - OCTOBER 2018 | BOWEN UNIVERSITY, IWO, OSUN

Secretarial Assistant/Clerk

- Entered incoming and outgoing mail into the movement book and handled requests.

- Treated emails on maternity leave, annual leave, leave of absence, appointment letter, renewal of appointment, contract of appointment, termination of appointment, etc though with the approval of Administrative Officers.

- Produced reports for presentations as approved by Administrative Officers.

- Despatched letters, and memos to appropriate quarters.

- Managed filing system, filed memos, reports, emails, letters, and forms alphanumerically.

- Ran errands when needed.

- Sent invitation messages to shortlisted applicants for interviews.

JANUARY 2015 - NOVEMBER 2015 | AVON CROWNAPS AND CONTAINERS NIG. LTD., SANGO OTA, OGUN STATE

Secretary/Clerk

- Managed files of customers, suppliers, and clients.

- Checked and replenished office supplies as when due.

- Prepared notices and minutes of meetings and reports.

- Followed up daily, weekly, and monthly agenda of the Manager and arranged for meetings and appointments.

- Answered phone calls.

- Despatched notices and minutes of meetings and reports.

- Reported manuscript copy, and daily operational issues within constituent units.

- Worked as an interface between the manager and supervisors, customers, clients, suppliers.

EDUCATIONAL BACKGROUND

Technical Report Writing (In View) | Alison Empower Yourself

2017 - 2018 | National Teachers' Institute, Kaduna (Apata Centre, Ibadan, Oyo)
PGDE | Post Graduate Diploma in Education (Social Science Department)

2015 -2017 | Federal Polytechnic, Ilaro, Ilaro, Ogun State.
HND | Higher National Diploma in Office Technology and Management.

2012 - 2014 | The Polytechnic, Ibadan, Oy o State.
OND | Ordinary National Diploma in Office Technology and Management.

2012 | Omo Oye College, Owode Ota, Ogun State.
NECO | National Examination Council

2005 - 2011 | Ewoma College, Lagos State.
NECO | National Examination Council

1997- 2003 | Kehinde Memorial Nursery and Primary School, Owode ta, Ogun State. FSLC | First School Leaving Certificate

INTERESTS

Reading, meditating, and surfing the net.

REFERENCES
Available on request.