

## **ADEGBITE, OLUBUNMI OLAIDE (Mrs.)**

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Beside Revival Center Church,  
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### **Profile**

A bright and commitment driven Master of Philosophy graduate with excellent communication skills, a sound understanding of logical reasoning, critical thinking in planning or organizing given duties to deliver assignments within set time- frames and with a high quality standard.

### **Career Objective**

From sourcing qualified candidates to administering benefits, my focus is to attract and retain the best talent. I am seeking an opportunity in a reputable, growth oriented organization where I can integrate my human resources skills to add constructively to the organization and myself, by engaging in challenging assignments that offers a significant career growth.

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Date of Birth	2nd June, 1981
State of Origin	Oyo State
Home Town	Ibadan
Languages Spoken	English, Yoruba
Gender	Female

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### **Academic Qualifications**

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| ○ University of Ibadan, Nigeria.<br>Master of Arts in Philosophy         | 2013 - 2015 |
| ○ University of Ibadan, Nigeria.<br>Bachelor of Arts in Philosophy       | 2007 - 2011 |
| ○ University of Ado Ekiti, Ekiti State<br>Diploma in Banking and Finance | 2000 – 2002 |
| ○ Associate of Chartered Institute of Personnel Management               | In – View   |
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### **Academic Projects Undertaken**

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| ○ University of Ibadan, Nigeria.<br><b>Topic-</b> Terrorism and the Harm Principle.  | (Master of Arts – Philosophy)   |
| ○ University of Ibadan, Nigeria.<br><b>Topic-</b> The Problem of God-fatherism in the Nigerian<br>Democratic Culture: A Philosophical Appraisal. | (Bachelor of Arts - Philosophy) |

### **Office Skills**

- HRIS( Workday)
- Office/Records Management
- Database Administration

- Event and Training Calendaring
- Recruiting(Sourcing and interviewing
- Employee Onboarding
- Benefits Planning/Administration

## **Computer Skills**

- General Computing
- Microsoft Word
- Microsoft Access
- Microsoft Excel
- Microsoft Powerpoint
- Corel Draw

## **Additional Skills and Abilities**

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
  - Ability to gather data, compile and prepare reports.
  - Ability to use independent judgment and to manage and impart confidential information.
  - Ability to plan, develop and co-ordinate multiple projects.
  - Good resource and time management.
  - High level of accuracy and attention to details.
  - Excellent negotiating, analytical and researching skills.
  - Able to work well as part of a team.
  - Good leadership skills and the ability to motivate people.
  - Ability to critically analyze problems and proffer solutions.
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## **Professional Experiences**

- **Head of Department, Human Capital Management** **May 2018 to July 2020**  
**Astra Polaris Microfinance Bank Ltd.,**  
**Onikolobo, Abeokuta, Ogun State.**

## **Responsibilities**

- Collaborated with management on recruitment strategies, development plans, performance management and employee engagement.
  - Managed and administered 100% of pre-employment assessments to prospective candidates.
  - Assisted with new employee onboarding and ensured all pre- employment forms were completed within stipulated timeframe.
  - Provided guidance on employee relations and matters of corrective actions.
  - Managed departmental and organizational structure, responsibilities and staffing needs.
  - Administered companywide compensation and benefits plans.
  - Preparation and Administration of Performance Appraisals.
  - Organized Trainings and seminars according to each departmental needs.
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- **Assistant Head of Department,**  
**Human Capital Management** **March 2017 to May 2018**  
**Astra Polaris Microfinance Bank Ltd.,**  
**Onikolobo, Abeokuta, Ogun State.**

### **Responsibilities**

- Entered new staff information into database and recorded terminations, suspensions and processed employee redeployments.
- Assisted with benefits administration including leave allowance, sick allowance, maternity allowance, health insurance and tax remittances.
- Helped to post job advertisements, sorted applications, scheduled tests and interviews, managed pre-employment screenings and documentations.

- **Marketing Executive**  
**Astra Polaris Microfinance Bank**  
**Onikolobo, Abeokuta.**

**Jan 2016 to March 2017**

### **Responsibilities**

- Created awareness of and develop a target product.
- Conducted market research using questionnaires and focus group.
- Maintained and updated customer database.
- Developed relationships with customers to know their needs.
- Rendered private banking services for high networth customers.

- **Client Services Officer**  
**Trusted Edge Consult Educational Services**  
**Blk A6, Suite 127, Sura Shopping Complex,**  
**Simpson Street, Lagos.**

**July 2013- Sept. 2014**

### **Responsibilities**

- Worked hand in hand with the operations manager in formulating and implementing a business plan for a finishing school program. A CSR initiative focused on improving and delivering a hitch – free overseas tertiary admissions for young school leavers.
- Handled multifaceted tasks to include developing proposals for activities and programs, co-ordinating travel arrangements, maintains database and ensure the delivery of premium services to students.
- Communicated effectively with multiple schools and departments to plan meetings, symposiums and seminars for potential students in order to establish strong relationships and effectively achieve results.
- Developed innovative PowerPoint presentations used by the Office of Admissions to market executive support programs to potential students.
- Liaised with visiting key admission officers or personalities for seminars, symposium and events.

- **Communication Officer**  
**New Alliance Insurance Brokers Limited**  
**Cocoa House, Ibadan, Nigeria.**

**August 2005- May 2007**

### **Responsibilities**

- Provided and assisted in the provision of staff support to the office, to include handling walk-up and phone interaction, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day to day problems and situations, and provision of secretarial support.

- Maintained a free flow of information between the clients and the company.
  - Monitored the due dates of premiums to ensure prompt and adequate payments.
  - Maintained an organized filling of reports and documents on all transactions, projects and business ventures.
  - Assisted to type, print, email, photocopy, and scan and disseminate documents or presentation papers.
  - Organized, planned and coordinated events, meetings, workshops and all travel details.
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## **Hobbies**

Computing, Puzzle, Travel, Reading and Meeting people.

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## **References**

- Prof. Adeshina Afolayan  
Senior Lecturer,  
Department of Philosophy,  
University of Ibadan, Nigeria.  
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- Mr. Oluwole Idowu  
Head, Risk Management  
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