

# OBAFEMI, GOODNESS JEREMIAH

10, Barika Street, Olowu Compound, Off Ul-Ojoo Rd., Ibadan  
+234-7069568370, +234-8076497703  
[goodness.obafemi@mail.com](mailto:goodness.obafemi@mail.com)



## CAREER OBJECTIVE

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To work in an establishment where my education, knowledge, skills, experience and Operational know how will be maximally utilized in adding value to the establishment, aiming at job satisfaction and self-improvement in order to achieve the organizational and individual goals and objectives.

## SKILLS

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**Computer Skills:** Versatile in Microsoft Windows 2007-2010, MS Office 2010 (Word, Excel, Power point, Access, Outlook), Internet utility, PC Repair & maintenance, Graphic designer, Social media and digital marketing, Intermediate knowledge in QuickBooks accounting software.

**Personal Skills:** Ability to work with little or no supervision, Excellent Communication / Interpersonal Skills, Positive attitude, Self-Motivated, Result-oriented and Target-driven, Managerial and Leadership Skills, Customer relations.

## WORK EXPERIENCE

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### Grace and Mercy Household Improvement Initiative.

#### Credit Officer (June – Dec, 2019)

Grace and Mercy Household Improvement Initiative is a one-stop institution providing financial services to low income earners in Nigeria.

#### Key responsibilities:

- ❖ Mobilization and registration of new client
- ❖ Evaluate, authorize or recommend approval of credit loans
- ❖ Balancing of all relevant books of account
- ❖ Visiting of groups on daily basis
- ❖ Deposit of all cash collected on daily basis
- ❖ Loan recovery
- ❖ Review and update credit and loan files
- ❖ Advice client on financial status and method of loan repayment.
- ❖ Carry out other duties as assigned by the Branch Manager (BM)

### The Kings Court Schools, Calabar, Cross River State. (NYSC)

#### Cashier (2017 – 2018)

*The Kings Court Schools is a Redeem Christian Church of God School which aim at breeding and developing Godly and intelligent children for Gods Kingdom and for a better Nigeria in years to come.*

#### Key responsibilities:

- ❖ Collecting and recording cash receipts
- ❖ Preparation of salary and other payment schedule
- ❖ Documentation and filling of bank tellers
- ❖ General record keeping

- ❖ Report rendition on job function
- ❖ Preparation of Income Statement and Financial Report
- ❖ Provided technical assistance, support and advice to the school Management.
- ❖ Retirement of impress and other cash balance.

### **United Bank for Africa, UBA house, 57 Marina, Lagos (Industrial Training)**

#### **Group Corporate Services: Logistics Officer (2014)**

*United Bank for Africa is a financial institution, a subsidiary of HIERS Holdings, which provides banking services with respect to savings & withdrawal of cash and also investment in shares. It has its Head office located in Marina Lagos and its branches spread across the continent 'Africa' and beyond.*

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#### **Key responsibilities:**

- ❖ Documentation and filling of reports from branch offices
- ❖ General record keeping
- ❖ Dispatching and taking delivery of consignment from vendors
- ❖ Report rendition on job function.
- ❖ Team support in corporate services issues

### **Longman Nigeria Plc. (Now Learn Africa Plc.) - 49, Adeoyo Rd., Off Ring Road, Ibadan.**

#### **Warehouse Clerk (2011)**

*Learn Africa Plc. is a publishing company, which provides product and services with respect to education, learning & excellence.*

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#### **Key responsibilities:**

- ❖ Stock Taking
- ❖ Documentation and filling of documents
- ❖ General record keeping
- ❖ Dispatching and taking delivery of Stocks from Head Office and other branch offices.
- ❖ Report rendition on job function.
- ❖ Updating Tally and Bin Card
- ❖ Arrangement of Books in the Warehouse.

### **EDUCATION**

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2014 – 2016 Higher National Diploma, Accountancy. (Upper Credit)

- ❖ The Polytechnic, Ibadan, Oyo State

2011 – 2013 Ordinary National Diploma, Accountancy. (Upper Credit)

- ❖ The Polytechnic, Ibadan, Oyo State

### **CERTIFICATION/PROFESSIONAL QUALIFICATION**

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- ❖ West Africa Senior School Certificate Examination(WASSCE)
- ❖ National Examination Council (NECO) Certificate
- ❖ NYSC Discharge Certificate
- ❖ Chartered Institute of Customer Relationship Management (CICRM)

## **TRAININGS AND SEMINAR**

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- ❖ Attended a Seminar/Workshop organized by UNIDO on “*Skill Acquisition and Entrepreneurial Development*” (April 2018).
- ❖ Human Resource Management Associate (HRMA) Training (Jan 2018);  
Work Ethics, Customer Service/Satisfaction, Public Speaking/Presentation Skills,  
Marketing Skills

## **VOLUNTEER**

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- ❖ Nigeria Red Cross Society, Cross River State Branch.
- ❖ Joint Mind International, Ibadan Chapter

## **LANGUAGE**

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English and Yoruba

## **INTEREST/HOBBIES**

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Reading, Surfing, Meeting People and Playing Scrabble.

## **BIO-DATA**

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|------------------------|--------------|
| <b>Sex:</b>            | Male         |
| <b>Marital Status:</b> | Single       |
| <b>Nationality:</b>    | Nigerian     |
| <b>Religion:</b>       | Christianity |

## **REFEREES**

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Available on request