

# SIMON OPEYEMI AJIBADE

Industrious administrative team member with proven organizational, time management and multitasking abilities in office settings. Consistently seeks ways to increase office efficiency and boost team productivity with exceptional clerical support. Skillfully manages records and financial processes.

## WORK HISTORY

July 2022 Till Date

### Credit Officer

*Eagle eye youth empowerment initiatives microfinance, Ibadan Nigeria*

- Recommended approval or disapproval of different loan types based on established criteria.
- Collected and checked borrowed income, credit history and employment information.
- Prepared and submitted loan application to underwriters.
- Led, structured and negotiated complex credit transactions and documentation to mitigate risk.

May 2022 – July 2022

### Administrative Assistant

*St' David's Citadel, Akure, Ondo State*

- Scheduled appointments, meetings and event for management staff.
- Prepared and prioritized calendars and correspondence.
- Responded effectively to sensitive inquiries or complaints.
- Provided secretarial and office management support while building cooperative working relationships.

April 2021 – April 2022

### Graduate Teacher (NYSC)

*GDSS, Kpanti Ganah, Jalingo - Taraba State*

- Developed and distributed study guides to reinforce lecture details and help students with test preparation.
- Boosted individual perseverance and resilience by setting challenging goals and providing realistic support.
- Sat in on classes of fellow teaching professionals to learn innovative methods for dispensing information to students.
- Fostered team collaboration between students through group projects.

## CONTACT

### Address

Kehinsi, Oremeji, Ibadan Nigeria

### Phone

08137530905

### Email

ajibadeife93@gmail.com

## SKILLS

- Communication
- Active listening
- Leadership
- Team work
- Organization
- Adaptability
- Microsoft Office

## CERTIFICATE

2022 -03 Chartered Institute of  
Human Resource  
Management HRM

## TRAINING

2022 - 02 Jobberman Soft  
Skills Training

## VOLUNTERING

2021 -2022 NAFDAC  
2021 -2022 NDLEA

## INTEREST

Reading, Teaching, learning new  
things, Traveling

## **Nov. 2015 – Nov. 2017 Class Instructor**

*St' David's Citadel, Akure ,Ondo State*

- Organized classroom supplies and decorated walls to create fun, nurturing settings and meet learning needs.
- Developed and distributed study guides to reinforce lecture details and help students with test preparation.
- Collaborated with parents, administrators and counselors to develop improvement plans for struggling students.
- Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.

## **EDUCATION**

**2017 – 2019      Higher National Diploma (HND): Banking and Finance**

*The Polytechnic Ibadan - Ibadan*

**2013 – 2015      National Diploma (ND): Banking and Finance**

*The Polytechnic Ibadan - Ibadan*

**2006 – 2012      Senior Secondary School Certificate (S.S.C.E)**

*Kajola Community Grammer School - Kajola , Ondo State*