



Lamikanra Bukola

Born 20th of February 1992
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CERTIFICATES

Certified Human resource Professional (CHRP)

Nov 2017

ASSOCIATIONS

LANGUAGES

Fulani (Fulfude)

Spoken: Basic • Written: Basic

Hausa

Spoken: Fluent • Written: Fluent

English

Spoken: Fluent • Written: Fluent



INTRO

CAREER OBJECTIVE

I am determined to strive for excellence and precision at all times, working with existing staff and the facilities in order to achieve the organization's set goals and objectives. Having also a sense of responsibility for the duty assigned to me. And lastly, maintaining a good and cordial employee/Employer relationship.



WORK EXPERIENCE

Administrative Officer
Ibadan city polytechnic • Jan 2020 - Present

Job Description
Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner.
Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times.
Occasionally traveling off-site to deliver reports or files to other departments.
Ensuring the confidentiality and security of files and filing systems.
Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary institution news and information.
Operating copy equipment, fax machines, printers or other equipment necessary.
Saddled with the responsibility of computing and vetting of results.
And taking proper care of the student files and documents.
Keeping of student files.
Keeping of the Employees Records.
Keeping and maintaining a cordial relationship between the parents and the student
Saddled with the responsibility of computing and vetting of result
Documentation of student
And also working in hand with the admission and records department.
Doing all other Administrative activities where necessary. Etc

Credit Officer
Microfinance company • Jan 2019 - Dec 2020

Job Description:
Receiving Customer Credit Records.
Helping Customers to receive their loans.
Helping customers to pay their Debts through the company's application.
Maintaining and Managing Customers financial records during the process of transaction.
Following up on customer to pay up when date is dued etc.

Human Resource Manager

Tuns Farm Nigeria Limited • Dec 2017 - Dec 2019

Job Description:

- . Consult with employers to identify needs and preferred qualifications
- Interview applicants about their experience, education and skills
- Contact references and perform background checks
- Inform applicants about job details such as benefits and conditions
- Hire or refer qualified candidates
- Conduct new employee orientations
- Process paperwork.
- Plan and coordinate the workforce to best use employees' talents
- Resolve issues between management and employees
- Advise managers on policies like equal employment opportunity and sexual harassment.
- Coordinate and supervise the work of specialists and staff.
- Oversee recruitment and hiring process.
- Serving as an intermediary between the staff and the management
- Receiving of Visitors, Receiving phone calls and sending emails on behalf of the company.
- Issuance of employment letters
- Other duties include :
 - * Recruitments and staff welfare
 - * Using the HR metrics and practices to ensure staff and the organization are well managed.
 - * Maintaining a cordial relationship between all the functional departments in the organization.
 - * Monitoring the activities among the staff.
 - * Settlement of disputes between staff
 - * Preparing of payment Vouchers, staff payrolls, and Local purchase orders etc.
 - * Any other assignment as may be required by the firm.
 - * To negotiate in the best interest of the company.
 - * Office Management
 - * Delegation of Assignment when necessary.
 - * Payroll Management.

Trainer

Mbokpu Eyokan Community Sec. School • Jan 2016 - Dec 2017

Job Description:

- * Taught Accounting, Business studies and Economics at Senior Secondary Level

Cashier/Secretary

Destiny Laboratory • Jan 2012 - Dec 2013

Job Description:

- * Balancing of Ledgers Account.
- * Receiving Visitors.
- * Keeping the company confidential documents.
- * Receiving and returning calls on behalf of the company.
- * Filing of office materials.
- * File keeping,

- * Using the company's machine to make photocopies and send /receiving emails.
- * Posting of Cash entries into ledgers etc.



EDUCATION



Bachelor of Science (B.sc) in Business Administration
Federal University Wukari, Taraba State • Sep 2013 - Jun 2016

SSCE

Aliyu Musdafa College, Yola, Adamawa State • Sep 2002 - Jun 2008



SKILLS

Office reception Interviewing Employee contracts Reporting Payroll
Organize and manage recruitment campaigns Office tools: Word, Excel, Outlook
Office administration, management Meeting preparation
Human resources information systems
Human resource and personnel development
Employee relations and consultations Documentation and record keeping
Document and archive management Compensation and benefits
Candidate and personnel background checks
Answering telephones and call management



HOBBIES



Traveling
Football
Sports
Creative thinking
Meeting People
Reading



LINKS



<https://www.linkedin.com/in/bukola-taiwo-14b7b4166>



REFERENCES



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