*ADEYEMI GABRIEL ADEKUNLE*

**Contact address** : No12 orishe street, ikeja, Lagos.

**Phone no : 08066100657, 09058522093**

**E-mail address** : [durapyg@gmail.com/](mailto:durapyg@gmail.com/) [adeyemigabriel0325yahoomail.com](mailto:durapyg123@yahoomail.com)

**Career objective**

To secure a job position in a reputable and viable organization where my potentials will be harnessed and maximally utilized towards the achievement of organizational goals as well as personal development.

**PERSONAL INFORMATION:**

**State of Origin:**  Lagos State

**Sex:** Male

**Date of Birth:** 25 march 1990

**WORKING EXPERIENCE**

**2016 -- 2018 Microcred Microfinance Bank (Portfolio Manager)**

**▪** Promote/market Microcred’s products to prospective clients.

**▪** Visit, evaluate and analyse financial data of clients businesses

**▪** Analysis of quantitative and qualitative data of clients businesses and households

**▪** Prepare and present loan documents to credit committee

**▪** Manage loan recovery.

**2015 – 2016 March. ARKBRIDGE INTERGRATED LIMITED (Admin Officer)**

▪ Preparation Of Reports And Financial Data

**▪** Sensitive To Confidential Matters And Screening Of Calls

**▪** Supervise Other Support Staffs

**▪** Schedule And Represent In Meetings.

**2015 Tehillah Pharmacy (Supervisor)**

▪ Support In Administrative And Executive Decision Making.

▪ Perform Administrative Duties For Executive

▪ Managing Calendars, Making Travels, Meetings, And Events Arrangement.

▪ Training And Supervising Other Support Staff

**▪** Strong Computer And Internet Research Skills.

**2009-2013 Peto Care Veterinary Hospital**

**(Admin/supervisor)**

▪ Perform Administrative And Office Support Activities For Multiple Managers

▪ Support Senior-Level Managers

▪ Advanced Computer Skills And The Ability To Train Others.

▪ Fielding Telephone Calls And Arrangement Of Meetings With Top Clients.

**2006-2009 Peto Care Veterinary Hospital**

**(Administrative assistant)**

**▪** Perform a variety of internet research functions and use of word processing.

▪ Fielding telephone calls, filling and data entry

▪ Assist with overflow work from executive

▪ Fill in for office assistant as needed.

**EDUCATIONAL QUALIFICATION**

**2009 – 2012** ADEKUNLE AJASIN UNIVERSITY, AKUNGBA

B.sc PUBLIC ADMINISTRATION **SECOND CLASS** **LOWER DIVISION**

**2009 – 2012** ADEKUNLE AJASIN UNIVERSITY, AKUNGBA

Entrepreneurial Development LIVESTOCK AND POULTRY

**TRAININGS**

**2014-2015** Executive masters certification in project management. Federal University of Technology (FUTA) Akure.

**2018 Certification in CIPM (Intermediate II) in progress**

**SKILLS**

Good public relation qualities. Sound computer skills including the use of power point, Microsoft word and excel. Excellent team management, Communication and inter personal relationship abilities. Driving

**VOLUNTEER EXPERIENCE/ACCOMPLISHMENTS**

**2014-2015** President, Drug free club, NYSC.

**2014** Participated as an INEC Adhoc staff in Osun state.

**2014-2015** Ilesa High School, English Tutor. Osun state (NYSC)

**LANGUAGE SPOKEN:** English and Yoruba

**EXTRACURRICULAR ACTIVITIES** reading, learning and meeting people

**REFEREE:**

**Mr. Bolanle Olalekan,**

**Manager, Peto Care Veterinary Hospital,**

**23 Road, C close, House 2, Festac Town Lagos.**

**07038487992**

**Bolanleolalekan@yahoo.com**

**Mr Adefarasin Alex**

**Director Arkbridge Integrated Limited 361 Herbert Macaulay way, Sabo, Yaba, Lagos. 08090630646, 08026661952, voltan2003@yahoo.co.uk**