

OTEMADE OLOLADE ADENIYI

Career Objective

I am determined to apply my knowledge to foster the development of platforms within and beyond West Africa.

Bio Data

Date of Birth: 15th of February, 1996

Sex: Male

Nationality: Nigerian

State of Origin: Ogun State

Local Govt. Area: Abeokuta North

Marital Status: Single

Education

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| Landmark University, Omu-aran, Kwara State | 2014- 2018 |
| • B.Sc. Industrial Physics-Electronics & IT Applications(2.1) | |
| Yaba College of Technology, Lagos State | 2007-2012 |
| • WASSCE: West African Senior School Certificate Examination | |
| • NECO: National Examination Council | |
| Christ Apostolic College, Lagos State | 2006-2007 |
| • Junior Secondary School Certificate Examination | |
| Fountain Heights Secondary School, Lagos State | 2005-2006 |
| Sunny Fields Nursery and Primary School, Lagos State | 1997-2005 |
| • First School Leaving Certificate | |

Work Experience

First Bank of Nigeria (Workforce Group)- Chargeback and Refund Analyst

FEB 2021 - OCT 2021

- Revalidation of claims, and reconciliation of chargeback in accordance with approved guidelines.
- Follow up of dispute from the complaint to case resolution
- E-Investigations, claim processing and review.
- Validation of data from internal and third party systems and ensuring appropriate actions are taken.
- Research and build dispute cases to recover funds for merchants using proprietary software.
- Liaising with the issuing banks and other financial institutions as regard faulty transaction and recovery of funds to both issuer and acquirer's customer respectively.
- Maintain departmental report and tracking.

Corps Member. NYSC, Ministry of Education, Ibadan, Oyo State

2019

- Executed Ministerial duties as a NYSC member
- Engaged in community development programs
- Functioned as a physics tutor for Senior Secondary School 1, in Wesley College
- Coordination of fellow corps members (CLO duties)

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| Project Manager and Content Creator, Odin Wears | JAN 2018 – MAY 2019 |
| <ul style="list-style-type: none"> • Coordination of Print vendors in all print projects • Handled product design, photo-shoots and presentation • Handled customer service engagements and sales of products | |
| Network Engineer Intern, Banodex | JAN 2017 – JUN 2017 |
| <ul style="list-style-type: none"> • Computer Networking, Network Administration • Troubleshooting of Routers and Repeaters • Installation of Fibre Optic Cables and assets | |
| Logistics Manager, Diadem Advertising. | SEPT 2014- DEC 2015 |
| <ul style="list-style-type: none"> • Delivered Products for the firm | |
| Project Manager, Balloni & Otte Ventures. | FEB 2013 – MAR 2015 |
| <ul style="list-style-type: none"> • Management of Marine Cleaning personnel | |

Skills and Strength

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| ❖ Quick application of Theoretical Physical Science, |
| ❖ Numerical Analysis using appropriate techniques and models, |
| ❖ Basic Engineering Skills |
| ❖ People Management: Human Welfare, |
| ❖ Ability to execute, design and plan an experimental investigation, |
| ❖ Problem-solving and Analytical skills, |
| ❖ Content Development, Creative thinking and Industrial Printing Skills, |
| ❖ Excellent Sales, Negotiation, Marketing and Advertising skills, |
| ❖ Project Execution, Design and Management Skills, |
| ❖ Ability to work independently and dependent, |
| ❖ Good Conversational English and Yoruba Language skills, |
| ❖ Efficient in the use of data analysis and product creation software like: MATLAB, Q-Basic |
| ❖ Excellent use of Word Pad, Microsoft Word, Microsoft Publisher, and PowerPoint, |
| ❖ Effective Communications and Information Technology skills: Social Media Management, Content Creation |
| ❖ Entrepreneurial skills- Farming, Hairstyling and Fashion Designing |

Certifications

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| Basic to Digital Marketing | 2019 |
| Content Creator and Social Media Manager. | 2020 |
| Javascript Algorithms and Data Structures. | 2021 |

Leadership Positions Held

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| CLO. Ministry of Education, Corps Member | 2019 |
| Financial Secretary, National Association of Physical Science Students, Landmark University Chapter | March 2016- December 2017 |
| School Prefect, Sunny Fields Nursery and Primary School | February 2004-June 2005 |

Seminars and Conferences

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| ❖ Town and Gown Meeting, Department of Physics Landmark University |
| ❖ Leaders' Summit Landmark University |
| ❖ Public Speaking Classes 2011-2015 |

Referee