**SULAIMAN Abdulhameed Ajayi**

**Address:** Nyanya, Abuja **Mobile No:** 07038391008 **Email:** hollayemi007@gmail.com

**OBJECTIVE**

A reliable, vibrant, articulate and detail**-**oriented seeks to drive excellence, professionalism and profitability within the organization interested in the role of Admin Officer. My long-term goal is to grow with the organization where I can continue to learn, take on additional responsibililty and contribute as much value as I can.

**SUMMARY OF QUALIFICATIONS AND KEY SKILLS**

* Skilled at Computer Applications: Microsoft Package (MS Word, Excel, and Power Point).
* Skilled at negotiating and closing deals.
* Good presentation skills.
* Excellent technical skills (Plumbing).

**EDUCATION**

AHMADU BELLO UNIVERSITY - Zaria, Kaduna State

Bachelor of Science in Public Administration, December 2015

Second Class Upper

SCHOOL OF ARABIC AND ISLAMIC STUDIES - Anofia, Afikpo, Ebonyi State

Senior Secondary School Certificate, July 2008

L.E.A PRIMARY SCHOOL - Kubwa II, F.C.T, Abuja

First School Leaving Certificate, August, 2002

**WORK EXPERIENCE**

**Business Development Officer & Admin Officer -** May 2019 **-** Present

Lotus Capital Limited **-** Central Business District, FCT, Abuja

* Creating favorable business development environment for prospect.
* Creation of Investment Accounts.
* Engaging both new and old clients to invest.
* Handling of Customer’s Investment accounts.
* To scrutinise all individual, minor and corporate application forms.
* Preparing weekly and monthly DSA reports.
* Preparing monthly work/activities schedule.
* Management of office supplies stock and place order.
* Regular reports on office espenses and budget.
* Organize a filing system for confidential documents.
* Updating office policies as directed and needed.
* Scheduling in-house and external event.
* Answer queries by employees and clients.

**Customer Service Representative -** September 2018 **-** April 2019

Fortunes Enterprises - Mararaba, Nasarawa State

* Ensuring customers get their requests as ordered and described.
* Ensuring adequate prices of goods are given to customers.
* Reaching out to customers on all products updates as well as prices.
* Attending to all incoming calls.
* Keeping records of returned damaged or expired products.
* Handling of invoice to customers.
* Posting of invoice.

**Transaction Officer -** October 2017 **-** September 2018

First Bank – Area 3, FCT, Abuja

* Funding of Customer’s accounts based on their instructions such as crediting, debiting etc.
* Balancing of accounts.
* Fund Transfer.
* Took charge of admin requirements as well as procurements.
* Distribution of office materials.
* Posting of invoice.

**Customer Service Officer/ Marketing Officer** **-** June 2017 **-** August 2017

Hub Droga Limited - Utako, Abuja

* Handling customers’ requests both online and in person.
* Attending to customers’ complaints.
* Marketing Survey.

**Class Teacher -** April 2016 – April 2017

Govt. Girls Senior Secondary School (NYSC) - Funtua, Katsina State

* Attending class sessions.
* Ensuring orderliness during school hours.
* Organizing tutorials.

**SKILLS AND ABILITIES**

* Excellent written, verbal communication and interpersonal skills.
* Skilled at Business Development.
* Excellent Customer Service Skills.
* Ability to work effectively in a team or as an individual.
* Self-motivated, adaptable and target driven.
* Motivated, adaptable and outstanding problem solving.
* Coordination and Organizational Skills.
* Wide knowledge of human relations and personnel welfare.
* Time and Resource Management.
* Team Building.

**HONOURS/ACHIEVEMENTS**

Letter of Commendation, Ahmadu Bello University, Zaria, 2016

Certificate of Service, Ahmadu Bello University, Students’ Representative Council, 2015

**TRAINING AND CERTICATIONS**

Kimberly Ryan Human Resources Limited

Employability Skills Training and Development Programme, September 2018

Diploma in Computer Applications, December 2013

**REFEREES**

Available on request