

ADEYANJU JAMES OLUWAFEMI

3, Olusanya Close, Alapere, Ketu, Lagos

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PROFESSIONALSUMMARY:

To work relentlessly with passion to boost the company's overall performance through the application of all skills and knowledge acquired so far with a mind for consistent improvement.

PERSONALDATA:

Date of Birth: 21st May,1994
Sex: Male
Marital Status: Single
State of Origin: Ogun
Religion: Christianity
Nationality: Nigerian

EDUCATIONALQUALIFICATIONS:

2017 Tai-Solarin University, Ijagun-Ijebu, Ogun
B.Sc. (Ed.) Sec. Administration
2013 Arisonia Private College, Onipetesi, Ijoko, Ogun
West African Examination Council (WAEC)
2007 Leg Mark Nursery & Primary School, Ijoko, Ogun
First School Leaving Certificate (FSLC)

WORKEXPERIENCE:

2015-2016 Rigid Park Plc. Oba Akran, Ikeja, Lagos
JOB TITLE: ASSISTANTSECRETARY&HEADSUPERVISOR(SIWES)
Achievement:

- Keep proper records of productions
- Supervise all co-workers and the productions
- Assist the secretary in analyzing products

2020-2022 R-Latmink Nigeria Ent. Idumota, Lagos-Island
JOB TITLE: SALES AND ACCOUNT MANAGER
Achievement:

- Keep proper records of daily activities
- Give proper account of the stock
- Good rapport with the clients
- Prepare report and presentations
- Address Client inquiries and concerns promptly
- Manage budget and invoice
- Oversea and mentor sales representatives

2023-2024 Sanlam Insurance (First Bank Insurance) Yaba, Lagos
JOB TITLE: BANCASSURANCE
Achievement:

- Good communication with clients
- Sales of Policies to clients
- Building friendship with customers

2024-2025 The Health Arena Specialist Hospital. Obalende, Lagos-Island
JOB TITLE: HMO/ADMIN MANAGER
Achievement:

- Coordinate daily operation across all department
- Reduced Patient waiting time
- Collaborate with healthcare provider to implement new electronics health record system
- Managing inventory level to minimize stock out
- Develop and execute comprehensive patient satisfaction strategies

- Maintaining clear and organized office environment
- Maintaining office system and equipment.

2025-Till Date

JOB TITLE:

Achievement:

TAJ BANK Falomo, Lagos

RELATION OFFICER (SENIOR SALES ASSOCIATES)

Successfully onboarding many new customers

- Increasing the bank's revenue through high-quality customer acquisition
- Cross-Selling Multiple banking product to existing customers
- Ensuring proper documentation and compliance with bank policies
- Building long-term relationships with customers
- Achieving high customer satisfaction and referral rates
- Resolving customer issues promptly and professionally
- Acting as a trusted representative of the bank
- Identifying new business opportunities
- Strengthening the bank's brand presence through field marketing

INTERPERSONAL SKILLS AND ABILITY:

- ❖ Good communication skills
- ❖ Good management and interpersonal skills
- ❖ Ability to work with others as a team
- ❖ Ability to learn new skills and adapt to new environment.

HOBBIES:

Taking records, playing football and drumming and meeting people

REFERENCE:

Available on request