



RESUME

CONTACT

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Email

bolaoye2@gmail.com

Address

Lagos, Nigeria

EDUCATION

2024

Bachelor's Degree in Insurance
Lagos State University, Ojo

2018

National Diploma (Business
Admin)
Yaba College of Technology

2013

Senior Secondary Certificate
Muslim International School, Iwo

TECHNICAL SKILLS

Excel

Word

Google Suite

Turn quest GIS

CRM Tools

SOFT SKILLS

Risk Management & Analysis

Analytical Reasoning

Attention to Detail

Communication Skills

Teamwork & Leadership

ADAMOH TIAMIYU OYEBOLA

NON-LIFE UNDERWRITER

PROFESSIONAL SUMMARY

Highly motivated and analytical Insurance graduate with practical experience in non-life underwriting and risk assessment. Possesses strong technical literacy and a proven ability to evaluate complex statistical concepts to optimize policy processing and client documentation. Excellent communicator and problem-solver dedicated to ensuring regulatory compliance and driving efficiency within professional underwriting teams.

CERTIFICATIONS

- **National Youth Service Corps (NYSC)**
- **Associate Member** – International Institute of Human Resource Management (AIHRM), IIPSM (August 2025)
- **Associate Member** – Project Safety and Management Institute, Risk Management Professional

WORK EXPERIENCE

Non-Life Underwriter (Risk & Survey)

2024 – 2025

AIICO Insurance Plc (NYSC) — Lagos, Nigeria

- Supported senior underwriters in assessing non-life risks, with a focus on Bond underwriting.
- Conducted detailed risk assessments by analyzing historical client data to verify performance capabilities for contract agreements.
- Prepared and issued policy documents, endorsements, and renewal notices with high accuracy and efficiency.
- Streamlined client application reviews by identifying inconsistencies and incomplete details, significantly reducing team processing delays.
- Maintained strict compliance with internal corporate policies and industry regulations.

Logistics Intern

2018 – 2019

Dangote Flour Mills PLC — NPA Calabar, Nigeria

- Assisted in preparing orders for dispatch, handling waybills, and optimizing record management systems.
- Maintained operational legal documents and file systems while handling client inquiries efficiently.
- Supported logistics officers with day-to-day administrative and operational tasks.

REFERENCES

Available on Request

Administrative Assistant

2019 – 2021

Olatunde Pilling Construction Company — Ajah, Lagos

- Assisted in drafting business quotations and processing employee payment tracking.
- Monitored operations to ensure accurate and timely service delivery to clients.