**OYINLOYE ADEBAYO OYEYEMI**

*No 8 Mukaila Fadipe Close Ajegunle Alakuko, Lagos.*

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***PROFESSIONAL SUMMARY***

I am a Competent business administrator and management professional, offering over 12 years progressive cognate experience in business operations management, client/customers relationship management, strategic planning and business development. Diligent and motivated to improve processes, streamline operations, and increase revenue. Possesses excellent judgment and communication skills with deep understanding of business operations and proven records of efficient business development strategies.

***EDUCATIONAL BACKGROUND***

**MBA- Business Administration**| Obafemi Awolowo University, Ile- Ife| 2010

**B.sc Economics|** University of Ilorin, Ilorin| 2005

**Advanced ‘A’ level Certificate** | Kwara State Polytechnics,Ilorin |2002

**Senior Secondary Certificate Examination-|** Cherubim and Seraphim College, Ilorin| 2000

**First school leaving Certificate**| Chapel Nursery and Primary School, Ilorin| 1994

***PROFESSIONAL CERTIFICATION***

Associate member-ACE| Institute of Chattered Economists of Nigeria- ICEN| 2008

***PROFESSIONAL WORK EXPERIENCE***

January 2020 -Date

**Regional Operations Manager| Newage Solutions $ Technologies Limited**

**Job Roles**

* Coordination of ongoing projects to ensure best performance in delivery in terms of timing, quality and cost
* Expansion of business scope and operation areas through the acquisition of more businesses, stakeholder engagement and strengthening of relationship management with immediate and prospective clients.
* Periodic evaluation and appraisal of ongoing projects
* Preparation of both commercial and technical proposals for take-off and execution of projects
* Initiation and follow up on business lead in the region under purview
* Direct responsibility for the execution of the regional sales budget .
* Coordination of team activities to ensure timely execution of task and delivery
* Direct day-to-day operational activities in the region with a clear focus on attainment of the key operational metrics of efficiency of process, resources and initiatives.
* Direct responsibilities in the drafting and preparation of frame contract document
* Coordination and harmonization of internal resources for smooth and seamless execution of projects.
* Direct Supervision of all administrative activities in the region.

April 2017 – January 2020

**Operations Manager | Claims and Insurance Diagnostic Limited- CIDL Group, Lagos- (Project Management Firm**)

**Achievements:**

* Collaborated with team of eight (8 )in the development of Fibre Relocation project and securing of Right of way (ROW) for MTN and Airtel.
* Business Development: Developed new negotiation strategy which led to the reduction of operation cost of projects more than 33%. Over the space of one year.

**Job Roles**

* Direct day-to-day operations focused on attainment of key business metrics, continuous improvement on process and initiatives.
* Complete performance reviews and appraisal at periodic intervals, offering commendation and recommendations for improvement.
* Periodic Evaluation of various projects
* Budgetary preparation and evaluation of project cost
* Coordinating internal resources and third parties/vendors for the flawless execution of projects
* Ensuring that all projects are delivered on-time, within scope and within budget
* Ensuring resource availability and allocation
* Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
* Develop a detailed project plan to track progress
* Report and escalate to management as needed
* Manage the relationship with the client and all stakeholders
* Establish and maintain relationships with third parties/vendors and clients
* Create and maintain comprehensive project documentation

August 2016 – April 2017

**Head of Business Development| Transwealth Microfinance Bank | Ado-Ekiti**

**Achievements:**

* Participate in the drafting and implementation of Rural Business Plan (RBP) as organized by Rural Finance Institute of Nigeria (RUFFIN). September 2016.
* Principal project officer in the floating of consortium /aggregator for the

Implementation and disbursement of #140B Bank of Industry (BOI) fund under the Government Employment and Empowerment Program (GEEP) December 2016.

* Coordinate the disbursement of #500M of Central Bank of Nigeria(CBN)

Intervention fund allocated to Ekiti State government of Nigeria -August

2016

* One of the resource person at the technical session of Africa Development Bank(ADB) grant review and evaluation discussion at Afe Babalola University (ABUAD) -October 2016

**Job Roles**:

* Preparation of business plan, budget and forecast.
* Financial analysis and forecast.
* Periodic review of performance statistics of regional business units/banks
* Credit assessment, evaluation, analysis and appraisal
* Credit portfolio and treasury management
* General supervision and obtaining reports of activities of regional banks.
* Develop an efficient value chain business for the company’s product portfolio.
* Identify potential clients, and the decision makers within the client organization.
* Research and build relationships with new clients

December 2014 – April 2016

**Branch Operations Manager| United Bank for Africa Plc|**

**Achievements:**

* Efficient and effective customer service delivery and optimum performance of other attending deliverables
* Good management and general administration of branch operations and Control
* A proven track record of branch/business operation management client/customers relationship management

**Job Roles:**

* Directed day-to-day operations focused on attainment of key business metrics, continuous improvement initiatives in processes and coordinating a 15- team member with related direct reports.
* Performed weekly compliance checks.
* Maintained branch files in an organized and professional manner.
* Completed daily Bank Secrecy Act reports.
* Set up and supervised cash shipments.
* Regular training of all operation staff.
* Ensure strict execution and enforcement of bank procedures, policies and guidelines.
* Ensure prompt rendition of excellent customer service.
* Close monitoring of bank operational activities to ensure minimum control exception.
* Management of the bank operational risk.
* Filling of periodic reports on bank operations to appropriate units etc.
* Ensure smooth and seamless banking services at all times.
* General ledger and Accounts reconciliation
* Periodic review of general assets and liability portfolio to ensure efficient balance sheet management.
* Ensuring proper mix /adequate gearing of branch’s liquidity base
* Execute customer transactions, including deposits, withdrawals, money orders and checks.
* Build, supervise and mentor teams in receiving and inbound operations.

June 2010 – December 2014

**Cash officer| United Bank for Africa Plc |**

**Job Roles**:

* Daily cash balancing and reconciliation.
* ATM management.
* Daily cash balancing and reconciliation
* ATM management
* General GL review and reconciliations
* General cash/liquidity management
* Call-back/call-over review, assessment and supervision
* Expense management
* Performance of other duties as may be assigned.
* General Supervision of all tellering and bank collections mandate

June 2008 – June 2010

**Client Relations Officer| United Bank for Africa Plc**

**Job Roles**:

* Attending and resolving customers complaints
* Periodic review of status of existing accounts
* Receiving and preparing correspondence to Institutions and organizations
* Sensitization of banks’ products and operational modalities to customers and related parties
* Account Statement rendition and other periodic returns
* Performance of other duties as may be assigned.
* Customers’ information and data maintenance
* General GL review and reconciliations.

**SKILLS**

Risk analysis and management

Strategic planning

Business development

Startups and turnarounds background

Detail-oriented

Process improvement

Change management

**REFEREES**

**Mr. Rasheed. A Sekoni**

Chartered Institute of Bankers, Ilorin.

234-8037153327

**Mr. Seyi Oluwadiya**

Branch Operation Manager,

United Bank of Africa Plc.

Osun State.

234-8032157754.

**Mr. Enoch Oniye**

United Bank of Africa Plc

Ondo State.

234-8035362008