

AKELE SONNY

Head, HR and Administration

February 10, 2014

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Lagos State

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AKELE Â Sonny

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Â The Head, HR/Administration

HAULAGE Report Now

Lagos

Â Dear Sir,

Â APPLICATION FOR THE POSITION OF HEAD HR/ADMINISTRATION

Â I would like to be considered for appointment to the position of **HEAD, HR/ADMINISTRATION** in your esteemed organization.

Â I have obtained an appreciable cognate experience and dynamics of human resources management, laws and regulations.Â I had worked with Commercial Bank (foreign majority) and Merchant Bank, Insurance Company and Microfinance Banks respectively, where I held various staff positions including Personnel Officer,Â Head of HR/Legal Services/Company Secretary, and Head of HR/Admin.Â

I was the Head of Human Resources/Legal Adviser/Company Secretary of GS MICROFINANCE BANK LTD from 2009 to 2013 with staff strength of 450 within 20 branches across Lagos State. I have been in active private legal practice in Lagos State with involvement in commercial law practice, labour relations, personnel matters, real estate etc. Â In addition, I am proficient in computer operations, dispute resolutions/arbitration and easily adapt across jobs..

Â These multiple work experiences and self-determination with general managerial ability, had enabled me combine creativity, discipline and self motivation with ability to learn fast, which are necessary qualities for the responsibilities of HEAD, HUMAN RESOURCES AND ADMINISTRATION.

Â Having worked for many years in various organizations and relating with different people from diverse cultural/religious background as team player, especially in Human Resources Dept., I am hoping that the experience I have already gained in these areas with my good understanding of laws, regulations, policies and guidelines, can be employed in responsible and challenging work preferably as HEAD, HR/ADMINISTRATION.

Â My specific contributions and initiatives could be easily verified with GS Microfinance Bank Ltd as Head of Human Resources/Legal Services/Company Secretary, especially in my handling of the Staff Health Insurance Scheme (SHIS) thereby saving for the bank about N3.2million annually.Â I also combined dual responsibilities since 2009 to 2013 as both Head, HR/Company Secretary/Legal Adviser thereby saving for the company about N1.5million annually.Â I also set up the two departments from inception as a self-starter where I was privileged to initiate new employment and manpower strategy, staff multipurpose co-operatives for corporate clients and In-House Training where our brightest and experienced staff were given an honour/opportunity to mentor others and grow them in accordance with our Vision/Mission.

Â I shall be grateful if you will accord me the opportunity of coming in for INTERVIEW and/or DISCUSSIONS when I shall be pleased to give any further information you may require.

Â My career details and personal data are clearly itemized in the **attached** CURRICULUM VITAE for your convenience.

Â Yours faithfully,

Â **Sonny Akele**

Â AKELE Sonny

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E-mail: sonny_akele@yahoo.com

Â Personal Information:

Sex: Male **Marital Status:** Married

Date of Birth: 11th February, 1963 **Place of Birth:** Benin City

State of Origin: Edo **Local Government:** Ikpoba/Okha

Nationality: Nigerian **National Geo-political Zone:** South-South

Religion: Christianity

Â EDUCATIONAL BACKGROUND:

- a) University of Lagos, Akoka, Lagos
- b) The Nigerian Law School, Abuja
- c) The Business School, Manchester, England
- d) Auchu Polytechnic (now Federal Polytechnic), Auchu, Edo State
- e) Acclaim Institute of Computer Education, Yaba, Lagos
- f) G.C.E. O/Level Private Studies

Â QUALIFICATIONS OBTAINED: YEAR

- a) Bachelor's Degree in Laws (LL.B.) 2002
- b) Barrister-at-Law (B.L.) 2006
- c) Diploma (Business English Communication) 1982
- d) National Diploma (Office

Magt.) 1990

e) Certificate (Computer Operations) 1991

f) G.C.E. O/Level Certificate 1981

g) NYSC Discharged Certificate (Exemption) 2006

EMPLOYMENT HISTORY:

(A) DESIGNATION YEAR

GS Microfinance Bank Ltd. Head, Human Resources/Legal

1 Kudirat Abiola Way, Ikeja & Coy Secretary 2009 to 2013.

Responsibilities

Reporting to the Chairman of the Board of Directors on Company secretarial matters only

Reporting to the MD/CEO on legal and human resources matters;

Legal advisory services/opinions; legal drafting, conveyances, relationship with statutory/ regulatory authorities; authorised signatory to documents; custodian of company seal;

Championing/co-ordinating the Debt Recovery activities of the Bank; assisting the Risk Management Dept with legal opinions and decisions.

Legal representation in Courts and relationship with the Law Enforcement Agencies

Issuing Board of Directors Notices and advisory services to the Board etc.;

Attending Board and General Meetings of the company;

Attending Management meetings and other meetings as a member;

Writing of Board meeting minutes and Management minutes

Custodian to collateral security/Title documents, Court processes etc.

Keeping records and maintaining statutory and law reports relating thereto;

Rendering periodic returns to the appropriate authorities; liaising with governmental agencies and Corporate

Affairs relationships.

On Human Resources Matters, plan, direct & co-ordinate personnel activities; recruitments/redeployments, maximise strategic use of personnel, discipline/mentoring; manage staff PAYROLL and review processes;

Manage employees relations and performance/annual appraisals;

Ensure regulatory compliance; organise /manage training of personnel

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(B) DESIGNATION YEAR

DESIGNATION YEAR

Parkway Microfinance Bank Ltd. Company Secretary/Head of Admin. 2008 – 2009

Broad Street, Lagos

Responsibilities

Legal advice/opinions; legal drafting, conveyances, relationship with statutory / regulatory authorities; an authorised signatory to documents;

Assisting Risk Management Dept with legal opinions/drafting and Head of Debt Recovery

Issuing Notices, attending Board and General Meetings of the company;

Attending Management meetings and other meetings as a member;

Writing of Board meeting minutes and Management minutes

Custodian to collateral security/Title documents, Court processes etc.

Keeping records and statutory reports;

Rendering periodic returns to the appropriate authorities;

On Admin. Matters: oversee the company's assets and office general maintenance; purchases; security, stocks, supply of diesel/fuel, oversee drivers/Office Assistants and branding issues, keeping records.

(C) DESIGNATION YEAR

DESIGNATION YEAR

Dunamis Microfinance Bank Limited

37 Ogudu Road, Ogudu, Lagos Company Secretary/Head of HR 2007 – 2008

Responsibilities

Reporting to the MD/CEO on legal and Human Resources matters;

Legal advice/opinions; legal drafting, conveyances, relationship with statutory / regulatory authorities; authorised signatory to documents; custodian of company seal;

Assisting Risk Management Dept with legal opinions and Head of Debt Recovery Unit

Issuing Board of Directors Notices, advice to the Board;

Attending Board and General Meetings of the company;

Attending Management meetings and other meetings as a member;

Writing of Board meeting minutes and Management minutes

Keeping records and maintaining statutory and law reports relating thereto;

Rendering periodic returns to the appropriate authorities;

On Human Resources Matters, plan, direct & coordinate personnel activities; maximise strategic use of personnel & discipline; manage staff PAYROLL and review processes;

Manage employees relations and performance/annual appraisals;

Ensure regulatory compliance; organise /manage training of personnel.

(D)

DESIGNATION YEAR

Fortitude Chambers (Law firm) Legal Practitioner 2006 - 2007

Barristers & Solicitors Principal Partner

28 Adedeji Street, Itire-Surulere, Lagos

Responsibilities

Private legal practice, relationship with clients; legal writing and opinions/advice;

Conveyancies, property management; company incorporation;

Litigation and clients' representation.

Community management within the South-South Geo-political zone of Nigeria.

(E)

DESIGNATION YEAR

Capital Bank International Ltd. Assistant Manager 2003 - 2005
(formerly Commercial Bank Credit Lyonnaise) Debt Recovery Division

Responsibilities

Relating with customers on debt recovery plan and commitment;

Recovery of debts; negotiations/rescheduling of debts;

Maintaining debt inventory and update;

Rendering management reports on debt recoveries;

Attend management debt recovery meetings and act as Secretary to such meetings; Relating with branches on debt recoveries;

Travelled all over the country in exercise of the Bank's right on debt recoveries, securities and foreclosure.

(F)

DESIGNATION YEAR

Capital Bank International Ltd. Assistant Manager 2003 - 2005

(now in merger with Access Bank Plc.) **Legal**

Responsibilities

Legal drafting and review of agreements, relationship with statutory authorities; standing as a witness on litigations;

Relationship with the Bank's Lessors/Landlords and keeping track of lease renewals; obtaining statutory permits/licences;

Relationship with Probate on deceased customers' accounts and verification/searches on legal documents/instruments;

Assisting the Company Secretary/Legal Adviser on Board meetings and secretarial services to the Bank;

Participated in the Merger & Acquisition scheme between Access Bank Plc and Capital Bank Int'l Ltd; Preserving records and documentations and ensuring their confidentiality.

(G)

DESIGNATION YEAR

Capital Bank International Ltd. Head of Operations 2001 - 2002

Head Office Branch Responsibilities

Superintending the daily cash inflows of approximately ₦15million and disbursement of cash to customers on request; custodian of second key to the vault/strong room;

Overseeing all the functions in operations and staff; ensure compliance with the Bank's Operations

Policy; Co-signatory to instruments at the Branch level;

Authorising Officer to the printing of Bank's cheques/instruments and custodian of same;

Keeper of Travellers' cheques (TCs) and disbursing officer of same upon purchase;

Giving status reports/references on clients and authorising issuance of statements

Ensure rendition of returns & reconciliation; ensure appropriate keeping of all records.

J) Authorising Officer to the printing of Bank's cheques/instruments and custodian of same;

DESIGNATION Officer Grade 1999 - 2000 Revenue

Capital Bank International Ltd. Officer 1999 - 2000 Revenue Collection/Import Duty Receipt Dept.

Responsibilities

Collection of Revenue/Import Duty receipt, company income tax, education dev. Tax, withholding tax, petroleum tax, tourism development tax, etc.

Receiving and paying import duties into relevant government's accounts on behalf of clients and filing of all documents accordingly.

K) Authorising Officer to the printing of Bank's cheques/instruments and custodian of same;

DESIGNATION Officer Grade 1996 - 1999

Capital Bank International Ltd. Officer Grade 1996 - 1999

Personnel Division

Responsibilities

Assisting Head of Dept in coordinating personnel activities and staff management; staff PAYROLL and processes; Selection and recruitment officer; assisting the Manager in carrying out personnel policies and practices; preparing and managing leave rosters and attendance registers; liaising and delivering of returns;

Manage employees relations and performance/annual appraisals;

L) Authorising Officer to the printing of Bank's cheques/instruments and custodian of same;

DESIGNATION Supervisor Grade 1995 - 1996

Capital Bank International Ltd. Supervisor Grade 1995 - 1996

Organisation & Methods (O&M)

Responsibilities

Assisting Head of Division in branch expansion and locations; coordinating bank planning and researches; ensuring best practices and methods of modern banking; organising seating arrangements and structured office locations.

(M)

DESIGNATION YEAR

Alpha Merchant Bank Plc Personal Assistant (PA) to DMD 1993 - 1994

77 Awolowo Road, Glass House, Ikoyi

Responsibilities

Writing official letters/proposals; receiving and attending to all visitors;

Preparing itinerary and travel arrangement; accompanying DMD to meetings; liaising with Heads of Depts; ensuring due execution of DMD's assignments and functions.

Attending Press Conferences and responding to Media reports relating to the DMD.

Ensuring the implementation of the DMD's decisions and directives, etc

Keeping appropriate records for DMD's Dept.

(N)

DESIGNATION YEAR

Alpha Merchant Bank Plc Personnel Officer 1992 - 1993

Responsibilities

Training Assistance to the Unit Head of Training.

Training Co-ordinator and services

(P)

DESIGNATION YEAR

Financial Assurance Co. Ltd. Personnel Officer 1990 - 1992

Personnel & Admin. Dept.

Responsibilities

Assisting Head of Personnel/Admin on personnel/HR matters

(Q)

DESIGNATION YEAR

Eddy Osifo, Abayomi Sogbesan (SAN) & Co. Law Officer 1984 – 1987

84 New Lagos Rd., Benin City/Ijora Causeway, Lagos

Responsibilities

Carrying out all clerical functions and office management

Receiving mails and court processes; distributing mails and ensuring service of court processes; clients relationship and banking transactions; maintenance of petty cash; keeping and attending to confidential document e.g. Wills, Deed, Agreements/MOU, Conveyances, personal correspondence, etc

Interviewing clients and making reports of such interviews;

Keeping dates/diaries of all court cases, events and helping to bring up matters kept in view; Maintenance of Chambers Library and Law Office and equipment;

COMPUTER KNOWLEDGE:

Proficient in various word processing, spreadsheets, desktop publishing and specialized banking packages etc.

HUMAN AND MANAGEMENT DEVELOPMENT TRAINING COURSES ATTENDED:

S/N

Courses

Facilitators

Qualifications

Year

1

Basic Leadership Course

Institute for National transformation, Ikeja Lagos

Certificate

2009

2

Principles of Banking/Commercial Skills

Certificate

2004

3

Effective Selling Skills

Mac Tay Consulting, Lagos

Certificate

2004

4

Wining Action for Todayâ€™s Tellers/Operations Managers

Ndackson & Co. (Human Resources Consultants) Lagos

Certificate

2003

5

Human Resources Management for HR/Personnel Officers/Mgers

Ndackson & Co. Apapa, Lagos

Certificate

2002

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