

AMODU DOMINIC OJONUGWA

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PROFILE

CARRIER OBJECTIVES

To invest in work with an enduring legacy seeking self-development, advancement, and improvement while enjoying job satisfaction. Accomplishing organizational goals, and work culture with training and development.

PERSONAL VISION

To work with a positive drive and a true sense of responsibility. To rise to the peak of my career, through selfless, meritorious, diligent, and conscientious service to my organization, country, and the entire humanity with Godly reverence.

PROFESSIONAL SKILLS

- Management skills, leadership, and interpersonal skills
- Recruitment, selection, & placement of employees.
- Onboarding of new hires and offboarding of exiting staff.
- Adherence to procedures and good resource planning
- Excellent Team Player
- Brand management, active listening, and flexibility
- Good analytical thinking with intercultural competence
- Tenacity and resilience and people's management skills
- General office administration
- Employee relationship expert.

OTHER SKILLS

- Teamwork, also Working Strategically on telephone communication.
- Communication, work ethic, time management, and Human Resource skills.
- Proficient in the use of Microsoft Office Word, PowerPoint, and Excel.
- Ability to learn, pay attention to details, and tight reporting schedule.
- Training and development.

EDUCATIONAL QUALIFICATIONS WITH DATE.

Institution	Qualification	Date
Lagos State University	MSc (HR & Industrial Relations)	2025
National Open University	BSc (Political Science)	2017
Benue State Polytechnic	Diploma (Public Administration)	2008
WAEC (External)	GCE	2012

PROFESSIONAL QUALIFICATION

Chartered Institute of Personnel Management (CIPM)

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in view

WORK EXPERIENCES:

DIPADO FINANCE LIMITED

August 2025 till

date.

Business Development & Recovery Officer Responsibilities.

- Development and implementation of business growth strategies.
- Identify new markets, Customer segments, and investment opportunities.
- Create innovative financial products tailored to clients and members need.
- Source, negotiate, and close new business deals with individuals, SMEs, and institutions.
- Lead marketing campaigns and brand-building activities
- Oversee loan origination, appraisal, approval, disbursement, and recovery processes.
- Ensure compliance with internal credit policies and risk management frameworks.
- Maintain a healthy loan portfolio with minimal default rates.
- Monitor income, expenses, and profitability to ensure financial sustainability.

HR ASSISTANT

2009 - 2019

The Institute of Chartered Accountants of Nigeria (ICAN).

Responsibilities.

- Developing and implementing HR strategies and initiatives that lead to a decrease in employee attrition rate.
- Coordinating a comprehensive onboarding program for new hires, ensuring minimal disruption to existing operations and a successful transition for new employees.
- Managing employee relations issues in a timely yet sensitive manner.
- Assist in the coordination of exit interview process and communicate to Management employees' reasons for leaving.
- Dissemination of information on inquiries. Receiving and dispatching incoming & outgoing mail.
- Receives letters, packages, and other correspondence and distributes same to the appropriate departments.
- Handling employee HMO programs by ensuring proper registrations with approved health facilities.
- Oversee the general management of the office facility, and supervise the cleaners, security guards, and newspaper vendors.
- Handling and managing employee records and general filing of all relevant employees' confidential documents.
- All other functions assigned by the Managers and Director of Admin & HR.

STRENGTH

Strong ambition to achieve professional human resources goals thereby, creating a harmonious and compliant workplace.

LANGUAGES SPOKEN

English, Igala and Yoruba

HOBBIES

Faithfulness, commitment, writing, and reading.