

AKINDE, Kehinde Oluwatoyin

Akindekehindeo@yahoo.com
3, Afolabi Hospital, Adebayo Street,
Ado, Ekiti-State, Nigeria
TEL: 08036500128, 09053269301

PERSONAL STATEMENT

A 28 year old, highly organized and efficient individual who is reliable, team spirited, skilled, detail oriented, enthusiastic and teachable in achieving the set goals and objectives of an organization through administrative skills and customer service relationship in a bid to foster its growth and development.

KEY SKILLS

- Effective communication
- Good human relationship
- Good analytical and performance management skill
- Social media management
- Excellent organizational and coordination skills
- Proficiency in Microsoft office suite

EMPLOYMENT HISTORY

Relationship Manager,
Heritage Bank,
Ado, Ekiti State

October 2019- May 2021

Responsibilities

- Attracting new customers by innovating and overseeing the sales process for the bank
- Deposit mobilization with a significant improvement of 100% increase in total cumulative deposit
- Working with senior team members to identify and manage bank risks that might prevent growth
- Creating positive, long-lasting relationships with current and potential customer
- Compile and present weekly report and other Finance-related roles
- Providing leads and converting them to deposit
- Communicating with clients to understand their needs and offer solutions to their problems

Marketing Executive/Customer Service Associate,
Mutual Benefit Insurance,
Ado, Ekiti State

May 2021 – Till date

Responsibilities

- Using social media to start a meaningful conversation with customers
- Developing and implementing marketing campaigns to promote insurance products
- Open and maintain customer accounts by recording account information
- Resolve product or service problems by clarifying the customer's complaint.
- Determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

EDUCATION

Adekunle Ajasin University, Akungba Akoko, Ondo State, Nigeria

2012 - 2017

B.SC Human Kinetics and Health Education

Christ's School, Ado – Ekiti, Ekiti State, Nigeria

2001 - 2008 .

West African Senior Secondary School Certificate Examination .

Jayeoja Community High school, Aye Oja – Ekiti, Ekiti State,

2007

West African Senior Secondary School Certificate Examination

Jokotayo international school, Ado – Ekiti, Ekiti State, Nigeria

1996 -2001

Primary School Leaving School Leaving Certificate

CERTIFICATIONS

Member, Nigerian Institute of Insurance [Chartered]

Participated in VOLUNTEER EXPERIENCE

Participated in Independent National Electoral Commission (ADHOC) (2019, 2018, 2014)

HOBBIES AND INTERESTS

I love engaging intelligent and resourceful people. I am a tech enthusiast, I also enjoy travelling has it brings about a form of adventure and new experience. Engaging in sport activities is also a hobby I developed over the years. I enjoy watching football matches at my leisure and I also follow up on sport and political news.

REFEREE

Available on request