

# OBALOHUN, DAMILOLA FUNTO

State Low-cost,  
Ahmadu Bello  
Way,  
Bauchi,  
Bauchi State.

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[funtoobalohun@gmail.com](mailto:funtoobalohun@gmail.com)

Status: Single.

Gender: Female.

Nationality: Nigeria.

Date of birth: 25th November, 1994.

## ABOUT ME

I am a young, enthusiastic and selfless graduate, who wants to acquire more knowledge in my field and related fields with enhanced competency. Forecasting on possible standards and strategies for sustainable implementation without bridging standards as long as it meets with the goals of the organization.

I am outgoing and result-oriented, proficient at building and maintaining professional relationships. High level of critical thinking and self-awareness.

I am an inclusive team member. Eager to learn quickly, acquire new skills and take on extra responsibilities.

## EDUCATION

**University of Jos, Plateau State**  
BSc accounting

2015 - 2019  
Second Class Upper

**Federal Polytechnic Bauchi**  
National Diploma in Marketing.

2012 - 2015  
Distinction

**Urban College Bauchi**  
Senior Secondary Certificate Examination

2006-2012

**Sa'adu Zungur Nur./Primary and Secondary School, Bauchi**  
First School Leaving Certificate

1998-2005

**EXPERIENCE****Kelvin Onukogu & Co, Bauchi State.**

2021

Audit Trainee.

Roles and Responsibilities include:

Assist in performing Audit Functions

**Ministry of Finance and Economic Development, Gombe State**

2020

Administrative Office (NYSC)

Roles and Responsibilities include:

- Using computer to generate reports, transcribe minutes from meetings and create presentation
- Greet and Assist visitors
- Maintain polite and professional communication via phone

**DGLINKS Limited, Gombe State**

2020

Account Officer

Roles and Responsibilities include:

- Creating and processing invoices.
- Managing the company's account payable and receivables.
- Sending bills and invoices to clients.
- Tracking the office expenditure.
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Preparing monthly reports.
- Performing internal audits on financial activities as necessary.
- Preparing vouchers for staffs salary.
- Reconciling bank balance with the cash book records.

**Options Group International, Jos Plateau State**

2018

Intern

Roles and Responsibilities include:

- Performing clerical duties, taking memos, organizing, maintaining files and drafting reports.
- Managing social media, writing emails to customer, following up customers and award letters.
- Answering phone inquiries, direct calls, and providing basic company information.
- Assisting in event handling.

**Access Bank, Bauchi Branch**

2017

Customer Service Desk (Relief Staff)

Roles and Responsibilities include:

- Activating Atm cards.
- Assist in responding to customer's inquiries and resolve.
- Promoting bank product and services.
- Ensuring best practice in rendering services to customers.

**Guarantee Trust Bank, Bauchi Branch**

**2016**

Bulk teller (IT Staff)

Roles and Responsibilities include:

- Receiving bulk cash and confirming cash amount received.
  - Flipping of cash through mercury light to detect fake currency.
  - Paying attention to details of cash and description on the bank teller.
  - Organizing all the money that has been deposited into the bank for the day and preparing the cash to be transferred to the vault room.
  - Calculation of Daily transactions.
  - Merging of pieces with other bank tellers.
  - Sorting of Atm Cash.
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**CERTIFICATION**

- Certificate of National Service 2020
- National Peer Group Educator Program on Financial Inclusion  
Community Development Service (NYSC)  
Certificate of Participation 2020
- Ministry of Finance and Economic Development  
Certificate of Merit. 2020
- University of Jos, Plateau State, Nigeria. 2019  
B.Sc Certificate
- Federal Polytechnic Bauchi.  
National Diploma Certificate 2015
- Graph-Com Services 2012  
Diploma in Computer Application

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**HOBBIES:**

Cooking  
Modelling  
Researching

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**LANGUAGES:**

English  
Hausa  
Yoruba

**DECLARATION**

I, Obalohun Damilola Funto, hereby declare that the information contained herein is true and correct to the best of my knowledge.

**REFEREES**

*Available on request.*

