**MOHAMMED MURTALA MOHAMMED**

C/O Yaman Nigeria Limited, Plot 499 Abubakar Tafawa Balewa Way, Area 3, Garki-Abuja

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**Objective** To pursue a challenging career in a dynamic and vibrant work environment that utilizes my educational quality with my professional and technical competence to achieve set objective while allowing for career development.

**Skills /Attributes**

* Computer Skills.
* Excellent Communication Skills
* Excellent Writing Skills.
* Good Team Player
* Good Interpersonal Relationship Skills

**Education**

**2013-2014 Ahmadu Bello University, Zaria**

*(Masters in Public Administration)*

**2007-2011 Ahmadu Bello University, Zaria**

*(B.Sc. Public Administration)*

**2001-2007 Federal Government College, Rubochi, Abuja**

*(Senior Secondary School Certificate)*

**1995-2001 Cooperative Nurs & Pri Sch, Maraba, Nasarawa State**

*(First School Leaving Certificate)*

**Relevant Experience**

1. **: Admin Officer at Neem Foundation (Non-Governmental Organization)**

* Periodic Report Writing
* Scheduling Meetings and appointments
* Assisting with Procurement
* Filing of official documents
* Budget Preparation and Handling
* Safeguarding office asset by maintenance and continuous update of asset register
* Periodic personnel file audit
* Follow up on staff leave planning and execution
* Ensuring all staff have valid ID Cards
* Ensuring all staff receive timely notices
* Work with security delegate to enhance security in the premises

**2017-2018 Sterling Bank Plc**

* Mobilization of deposit
* Creation of Risk Assets
* Relationship Management
* Coordination of Direct Sales Representatives
* Representing my team at periodic performance reviews
* Call Memo Writing
* Organizing and attending marketing activities
* Populating periodic branch performance review templates
* Directing and mentoring junior marketing team members to achieve target
* Implement best practices to meet customer needs and requirement

**2015-2017**  **Heritage Bank Limited**

* Mobilization of deposit
* Relationship Management
* Issuance of Loans
* Writing of Call Memo
* Monthly Performance Report Writing
* Support to the branch manager in overseeing departmental operations
* Bringing up strategies to ensure achievement of sales target
* Resolving Customer needs
* Recommend appropriate financial product and service to customer(s)

**2014-2015**  **Enterprise Bank Limited**

* Mobilization of deposit
* Relationship Management
* Creation and issuance 0f Risk Assets
* Call Memo writing
* Populating templates for periodic presentations
* Creating sales strategies to achieve set targets
* Secretary at management meetings
  1. **Government Secondary School Karu, Abuja (NYSC)**
* Taught Civic education and social studies, also prepared lesson plans and lesson notes for students.
* Coordination of daily school activities.

**Languages Spoken:** English, Hausa and Igala.

**Hobbies:** Driving, Travelling, Football, Reading and Social Interaction.

**REFEREES:**

**Hauwa Jibrin Zakari**

Assistant Director

Treasury Budget, F.C.T.A

Area 11,Garki - Abuja

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**Mrs Halimatu Yakubu Ali**

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