

CURRICULUM VITAE

Haruna Adamu

Address: Yolde-Pate Yola South, Adamawa State.

Email Address:- hrnadamu@gmail.com

Tel:- 08065700474

CAREER STATEMENT:

A passionate humanitarian professional seeking to work in a reputable organization to render service and help to the most vulnerable communities in need using acquired knowledge and technical skills, and willingness to learn and apply new skills toward achieving organizational goals and objectives.

WORKING EXPERIENCE:

Catilas Resources Limited (Seconded to ECOBANK, Damaturu Branch) October, 2019-Present.

- As Cash/Teller, I am responsible for receiving cash from customers, paying customers, using cheque book and savings withdrawal slip. Paying of interbank transfers, Rapid and Ria transfers, small world, western union, money gram, tellers, remitters. Etc.
- As customer service assistant I am also responsible for opening an account, provide quick response and solution to customers problems based on their request and complaints. Cross selling ECOBANK product.
- Develop work plan in collaboration with project team members according to the proposal.
- Produce actionable weakly monitoring reports.

RELEVANT SKILLS:

- *Highly professional with good organizational and team building capacity, motivated, open and creative.*
 - *Ability to work under pressure and within tight and deadlines with attention to details and accountability.*
 - *Highly flexible, diplomatic and sensitive to cultural, religious, gender and political contexts.*
 - *Sound interpersonal, communication, influencing and decision making skills.*
- Basic Computer Skills-MS Office Tools, Excel, Fluency in English, Hausa, Fulfulde.*

INTEREST:

- *Traveling, Learning and Meeting People.*

INSTITUTIONS ATTENDEND WITH DATES:

- *Federal Polytechnic Damaturu* 2013-2015
- *Government Day Secondary School Yola Town (Reseat)* 2019
- *Konkol 1 Primary School Maiha* 2000-2006

QUALIFICATIONS OBTAINED WITH DATES:

- *Primary School Leaving Certificate* 2006
- *Secondary School Leaving Certificate (Reseat)* 2019
- *Diploma in Accountancy* 2015

REFEREES:

1. Mallam Ibrahim A. Buba

General Manager

Adamawa Television (ATV), Yola.

Email:- ibrahimbuba23@gmail.com

Tel:- 07036013798

2. Abdullahi Usman

Federal University Gashua,

Yobe State

Email:- abuusman030@gmail.com

Tel:- 08035579765

3. Umar Aliyu Modibbo

ECOBANK NIG. LTD.

Yobe State

Email:- aumar@ecobank.com

Tel:- 08036425550