

# DANIEL FAITH TEMITOPE

## CONTACT

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## SKILLS

Decision-making

Problem solving

Leadership

Result oriented

## INTERESTS

Listening to news

Reading

Traveling

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. Seek challenging opportunities where I can fully use my skills for the success of the organization.

## EDUCATION

**Federal Polytechnic, Kaduna.**

2022

ACCOUNTING

Higher National Diploma

**Kogi State Polytechnic, Lokoja**

2018

ACCOUNTING

National Diploma

**Comprehensive College Kaduna**

2012

SENIOR SCHOOL CERTIFICATE

**Christ Comprehensive School, Kaduna**

2006

FIRST SCHOOL LEAVING CERTIFICATE

## WORK EXPERIENCE

**ACCESS BANK PLC, KANO**

Jan. 2019 - Dec. 2020

Bank Teller (Intern)

### JOB FUNCTIONS

- Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks, and opening and closing of accounts.
- Identify customer needs, provide information on new products and services, and direct customers to branch representatives as needed.

Serve customers by managing documents, information, and financial transactions in an organized, efficient, and secure manner

Build awareness of new products and services, and identify customer needs to capitalize on the business referral opportunities

## **SADJA COMPUTER TRAINING INSTITUTE, KADUNA**

Jan.2013 - Dec.2015

COMPUTER OPERATOR

### **JOB FUNCTIONS**

- \* Provides data by operating a computer.
- \* Determines sequence of operations by studying production schedule.
- \* Performs defined tasks per documented instructions/processes.
- \* Prepares equipment for operations by accessing software in computer.
- \* Makes appropriate changes to the documentation, as needed.

## **NIGERIA POLICE COLLEGE, KADUNA**

Jan. 2016 - Dec.2016

SECRETARY.

### **JOB FUNCTIONS**

Answering calls, taking messages and handling correspondence.

- \* Maintaining diaries and arranging appointments.
- \* Typing, preparing and collating reports.
- \* Organising and servicing meetings.
- \* Managing databases.
- \* Prioritising workloads.
- \* Implementing new procedures and administrative systems.
- \* Logging or processing bills or expenses.
- \*Acting as a receptionist and/or meeting and greeting clients.

## **REFERENCE**

Available on request