

AKEJU OLASUNKANMI FELIX
SUPREME COURT QUARTERS,
25 BLOCK ,D47 FHA KARU SITE,
FCT ABUJA.
07035022984, 08187014248
lakheju2011@gmail.com

THE HUMAN RESOURCES
NIGERIA.

Dear sir/ ma

I find it very interesting to apply and work with your organisation as I believe I have the skills,qualification and experience necessary to make significant contribution in your organization.

I am a graduate of Federal Polytechnic of Ado Ekiti, Ekiti State Nigeria and I hold NATIONAL DIPLOAMA in Business Administration & Management,complemented by BSC in Economics from National Open University (Awaiting).

Having undergone a relevant courses on ICT (Microsoft words & Excel) , i also undertook a solid program on Customer Service Relationship and I was certified,I have once serve and worked with notable NGO,private and public organizations in major city in Nigeria where i eceived excellent performance feedback from HR managers.

I believe by God grace that my academic qualifications with over 5years experience in both private and public including NGO settings and the high level of exposure to a fast paced,dynamic,multinational organization and ability to work well and adapt to a new change as part of a large team have provided me with a chance and skills required to do much more better at any post i find myself in your organization.

Please contact me at your earliest convenience for further information on 07035022984 or lakheju2011@gmail.com as i look forward to hearing from you,

Thanks.

Yours sincerely

AKEJU FELIX OLASUNKANMI.



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OBJECTIVE

To provide excellent service in your organization and serve diligently through undiluted passion for excellence and creativity, and to play an active part in a dynamic and challenging environment where I can contribute meaningfully to the overall goals of the organisation with good prospects for learning and career development.

EXPERIENCE

JUNE 2014 - FEB. 2019

DIAMOND BANK PLC

FRONT DESK TELLER/CUSTOMER SERVICE REPRESENTATIVE

FRONT DESK TELLER/CUSTOMER SERVICE REPRESENTATIVE (CSR)

Attending to customers on cash withdrawal/deposit and as well processing transactions related to Money Transfer, Remitta, E-bills in both local and international bases and other related services.

Customer servicerepresentatives

help customers with complaints and questions, give **customers** information about products and **services**, take orders, and process returns. By helping customers understand the product and answering questions about their reservations, escalating and resolving customer complaints at CRM portal and other related services. I.e(BVN Reg).and lot's more

FEB. 2019 - JAN.2020

GROOMING PEOPLE CENTRE(MICROFINANCE NGO)

CREDIT OFFICER

Empowering economic active poor woman by issuing soft loan for them to support their businesses(after appraisal) at the same time ensure recovery

FEB 2019 - MAY 2020

**OPESUNKANMI LAUNDRY AND DRYCLEANING SERVICE
MANAGER**

OVERSEES THE WHOLE AFFAIRS OF THE STAFF AND THE COMPANY ON A DAILY BASIS BY GUIDING THEM TOWARDS ACHIEVING THE OVERALL GOALS OF THE ORGANIZATION I.e(CUSTOMERS SATISFACTORY AND PROFIT MAKING)

2013 - 2014

**SUPREME COURT OF NIGERIA
INDUSTRIAL TRAINING**

FINANCE DEPARTMENT

recording and retrieving financial entries from the financial database; reconciling account balances; preparing invoices and receipts; maintaining the payroll, checking and correcting the accounting computations; running reports and performing other routine accounting activities on a daily basis .

2010 - 2013

**SUPER K HOTEL
RECEPTIONIST**

Serves visitors by greeting, welcoming, and directing them appropriately. Notifies company personnel of visitor arrival. Maintains security and telecommunications system. Informs visitors by answering or referring inquiries.

EDUCATION

2013

**FEDERAL POLYTECHNIC ADO EKITI, EKITI STATE
BUSINESS ADMINISTRATION AND MANAGEMENT
NATIONAL DIPLOMA**

2007

**IKAKUMO HIGH SCHOOL. IKAKUMO AKOKO EDO, EDO STATE
ATR DEPARTMENT
SENIOR SECONDARY SCHOOL CERTIFICATE (NECO)**

2000

**ST. JAMES ANGLICAN PRIMARY SCHOOL. IKARAM AKOKO.ONDO STATE
FIRST LEAVING CERTIFICATE
EXCELLENT PERFORMANCE**

SKILLS

Proficient in Microsoft Word, Excel, and PowerPoint,
Ability to work with little or no supervisions
Ability to adapt with a new change
Interpersonal relationships skill and lots more

PROJECTS

DIAMOND YELLO ACCOUNT AWARENESS

TEAM LEAD; Creating awareness of the product (Diamond Hello Account) making it more acceptable by the customers, and in the process, we surpassed Target (2017)

ACHIEVEMENTS & AWARDS

CUSTOMER SERVICE RELATIONSHIP OFFICER, (2015)
MICROSOFT WORDS OFFICE (2007)

LANGUAGE

ENGLISH, YORUBA, AND HAUSA.

INTERESTS

SOLVING PUZZLES. Has excellent problem-solving and analytical skills and likes to overcome challenges no matter what

PERSONAL DETAILS

Date of Birth : 14 Nov 1989
Marital Status : MARRIED
Nationality : NIGERIAN
ONDO STATE. IKARAM AKOKO North West LG :

REFERENCE

MR MICHEAL AKEJU - "DIRECTORATE OF TRAFFIC & TRANSPORTATION,FCTA, ABUJA"

CIVIL SERVANT
KEHJUH1@YAHOO.COM
08039627038

AKEKU MODUPE RACHEAL - "NATIONAL INDUSTRIAL COURT, IBADAN BRANCH"

CIVIL SERVANT
08034663958

MR SHITTU IDOWU - "NIGERIA PORT AUTHORITY"

CEVIL SERVANT
08028485922