

# ABUBAKAR TAIWO YUSUF

Lagos, Nigeria.

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## SUMMARY

- Dedicated and result driven professional with a proven track record in health and finance industry.
- Strong expertise in interpersonal communication, problem solving and analytical skills combined with a passion for finance fuels my commitment to achieving excellence.

## POST-SECONDARY EDUCATION

- **University of Ilorin** - Ilorin, Nigeria **2016 - 3<sup>rd</sup> Aug. 2021**  
Bachelor of Science in Social Work
- **Kwara State Polytechnic** - Ilorin, Nigeria **2013 - 11<sup>th</sup> Aug. 2015**  
National Diploma in Accountancy

## WORK EXPERIENCE

- **ACCESS BANK PLC** **Lagos, Nigeria**  
**Graduate Intern** **Aug. 2023 – Feb. 2024**
  - Opened all account types in the bank for various customers and ensure all accounts have complete documentation.
  - Treated customers request and instructions on their various accounts and ensure they are satisfied with services provide solution and attend to customers' complaints, request, and instructions, enquires etc.
  - Handle account maintenance activities; balance enquiry, freezing/unfreezing of account, reactivation of dormant account.
  - Support Team Members in executing banking operations, ensured smooth and efficient processes.
  - Assisted customers with online banking, mobile banking and other digital financial services.
- **ADEOYO MATERNITY TEACHING HOSPITAL** **Ibadan, Nigeria**  
**Social Welfare Assistant** **Feb. 2022 – Oct. 2023**
  - Provided social and financial services to indigent patients.
  - Provided psychosocial counseling to needed patients.
  - Screened of Tuberculosis patients.
  - Record of patient details and information.
- **OLIVE COMMUNITY DEVELOPMENT INITIATIVE** **Ilorin, Nigeria**  
**Administrative Assistant** **Aug. 2020 - Mar. 2020**
  - Sensitized communities on different social problems.
  - Advocate on the right of victims of child abuse.
  - Raised funds for the indigent persons.
- **NATIONAL HUMAN RIGHT COMMISSION** **Ilorin, Nigeria**  
**Administrative Assistant (SIWES)** **Feb. 2019 - Mar. 2019**
  - Mediated and settled dispute among friends and families.
  - Served as middleman between the Hospital management and the patient.
  - Acted as next of kin to patients in emergency until the families arrive.
  - Sourced for funds for financially constrained patients.

## SHORT COURSES AND CERTIFICATIONS

- **Power BI Bootcamp** – [Foresight BI](#) **2023**
- **Microsoft EXCEL, POWERPOINT, WORD and Windows 10. 4-in-1** - [Udemy](#) **2020**

## SKILLS AND INTERESTS

- **Technical:** Proficient in Microsoft Word, Excel, Power Point and Microsoft Power BI).

- **Soft:** Leadership and Managerial Skills, Written & Oral Communication, Teamwork, Time Management, Social Research.