

Daniel Oyewole ALABI HND

13, Iyana Cele Bus stop road, Apete
Ibadan Oyo State

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PROFILE SUMMARY

Detailed oriented and highly-organized individual with progressive experience in Finance and hotel administration. Well versed in providing front office services in any kind of organization and with the ability to grasp new concepts swiftly and adapt to changing business needs. Displays confidence in roles which require important level of diligence, dedicated team work and advance problem solving skills with demonstrated ability to meet deadlines and exceed goals.

PERSONAL DETAIL

Gender: Male
Nationality: Nigerian
Date of Birth: 3rd July 1993

CORE SKILLS/COMPETENCIES

- Proficiency in Microsoft Office Suite
- Strong Verbal/Written Communication skills
- Meeting deadline in a Time Efficient manner
- Excellent Customer service
- Excellent Customer Retention

WORK EXPERIENCE

ALAKOTO JUNIOR HIGH SCHOOL – Olodi-Apapa, Lagos
Computer Teacher (NYSC-Primary Assignment)
October 2018-September 2019

- Teaching computer studies
- Handling all the computer practical for the students
- Handling all the schools secretarial work

KEY ACCOMPLISHMENTS

- Sharpened my Skill of Teaching
- Developed ability to multitask

ACCESS BANK PLC – Apapa Wharf, Lagos
Relieve Staff (Customer care officer)
March – April 2019

- Resolving Customers complaint
- BVN Validation and Registration
- ATM Cash sorting and Loading

KEY ACCOMPLISHMENT

- Ability to work with a team
- Customer Care skill
- Sharpened my skill to make use of some computer banking applications

BLUE PETALS HOTELS AND SUITES – Ede, Osun state Operations Manager

June 2015 – April 2016

- Supervise the daily activity of the organization
- Be up and doing in the inspection of work done by staffs
- Submit a timely quarterly reports of activities to the CEO

KEY ACCOMPLISHMENTS

- Sharpened my managerial skills
- Ability to work and impact
- Got the hotel verified by Google thereby increasing search availability and guest reviews.
- Earned reputation for strong work ethics, honesty and 100% commitment to given task

ABM HOTELS LTD – Ede, Osun State Finance Officer

November 2014 – May 2015

- Receiving and recording daily sales and expenditures of the establishment
- Bank Reconciliation duty
- Payments of staffs salary

KEY ACCOMPLISHMENTS

- Successfully worked with the Finance department of the organization
- Assisted in solving out bank reconciliation reviews

EDUCATION

THE FEDERAL POLYTECHNIC EDE – Ede, Osun State 2018 HND – Banking and Finance	2016 –
OMOWUMI COMPREHENSIVE COLLEGE – Ede, Osun State Senior Secondary Certificate Examinations (SSCE)	2004 – 2010
GLORY OF GOD NURSERY & PRIMARY SCHOOL – Ejigbo, Osun State 2004 First school Living Certificate (FSLC)	1998 –

TRAINING & CERTIFICATION

- National Institute of management (NIM) (In view) 2019
- National Youth Service Corps (NYSC) – (Discharge Certificate) 2019
- Certificate of Professional Development (Human Resource management) (Envirofly Consulting UK) 2019

LEADERSHIP EXPERIENCES

- **PRESIDENT** - NYSC CDS, Apapa Lagos 2019
- **PRESIDING OFFICER** – INEC Apapa LG 2019
- **PRESIDENT** - Student Union Government
The Federal Polytechnic Ede, Osun State 2017 - 2018
- **TREASURER** – Male Hall of Residence
The Federal Polytechnic, Ede Osun State 2012 – 2013
- **CLASS GOVERNOR** – Banking and Finance Department
The Federal Polytechnic, Ede Osun State

REFEREES

- Available on Request