

CURRICULUM VITAE
FALADE YUSUF OLOHUNTOSIN

B33, PEACE AND UNITY ESTATE, IDI-OMO, ARULOGUN ROAD, OJOO, IBADAN.

PERSONAL DATA

STATE OF ORIGIN:	-	Oyo
LOCAL GOVERNMENT:	-	Akinyele
SEX:	-	Male
MARITAL STATUS:	-	Single
PHONE NUMBER:	-	08135185535
E-MAIL:	-	Fanicrown@gmail.com

CAREER OBJECTIVE:

To utilize my potential in order to provide top quality service in a well-structured and challenging organization with opportunities for career development, professional advancement, and also to be part of the success of a dynamic and esteemed organization.

PROFILE:

Excellent inter personal skills, strong attention to details, ability to work under pressure and with less supervision, effective communication skills, Inter personal, administration, and organization skills, continued personal development with emerging trends.

EDUCATIONAL BACKGROUND QUALIFICATION OBTAINED WITH DATES

The Oke - Ogun Polytechnic	Higher National Diploma	-	2019
Saki Oyo State			
The Polytechnic Ibadan	Ordinary National Diploma	-	2011-2014
Ojoo High School Alaka	Senior Secondary School	-	2005-2008
	Leaving Certificate		
B'Alpha Heights Nursery & Primary School	First School Leaving Certificate	-	1994-2002

WORKING EXPERIENCE POSITION HELD YEARS

ADO-ODO OTTA LOCAL GOVERNMENT

2019 - 2020

Post: Head of Corp Member

- Issuance of Acceptance letter to new corps members posted to the secretariat

- Issuance of monthly clearance letter to the corps members.
- Issuance of final clearance to the outgoing corps members

MUSLIM STUDENT SOCIETY OF NIGERIA

2017 - 2018




Financial Secretary

- ✓ Issuance of the society receipt to student
- ✓ Deposit of cash receipt at the bank
- ✓ Preparation of Monthly bank reconciliation statement
- ✓ Preparation of financial statement

SEEDVEST MIRCO FINANCE BANK

2016

Assistant Banking Officer (Teller)

-  Collection of cash deposit from customers
-  Posting of cash deposit
-  Payment of cheque lodge by customer

SEEDVEST MIRCO FINANCE BANK

2015-2016




Industrial Training

- Explanation of company products to walk-in customer
- Account opening for customers
- Positing of transaction on ledger
- Preparation of monthly bank reconciliation statement

PROFESSIONAL CERTIFICATION

In view

SPECIAL SKILL AND ABILITY

-  Young, determined, motivated, resourceful and Godly
-  Very good communication skills and proficiency in English and yoruba language
-  Very good interpersonal skills for efficiency working relationship

HOBBIES

Traveling, learning new ideas, and watching football.

REFERENCE

Available on request