

# **OLANIYAN OLUMUYIWA DIRAN**

## **PERSONAL DETAILS**

Date of Birth: 24<sup>th</sup> November 1977  
Address: No 4, flat 7, off Folashade street, Ibara Housing Est, Abeokuta.  
Mobile Phone: 08035244796, 08186244788  
Email: olaniyan.olumuyiwad@gmail.com

## **OBJECTIVES**

To work in a co-corporate organization where professional skills and talents can be fully developed and utilized to bring about the realization of organizational goals and objectives.

## **QUALIFICATIONS**

- Fembury Computer School, Bida- (Diploma ) Computer Studies
- Federal Polytechnic, Bida - (Higher National Diploma) Physics with Electronics
- Federal Polytechnic, Bida - (National Diploma) Science Laboratory Technology
- Government High School, Ilorin - (O'Levels)

## **PROFESSIONAL MEMBERSHIP**

- Institute of Chartered Accountant (ICAN) In Progress (Skills Stage)
- Nigerian Institute of Management (Chartered)

## **WORK EXPERIENCE**

- **Trustfund Pensions PLC, Abuja. May, 2008 – May 2016.**
  - **Data Entry Officer (Service Staff)**
    - Entering of information of new members to the system.
  - **Benefits Officer. (Executive Trainee)**
    - Vetting documents submitted for death and retirement benefits.
    - Processing and payment of retiree benefits.
    - Processing and payment of death benefits.
    - Preparation and submission of PENCOR monthly returns.
    - Request for FGN Bond for retiree and deceased member.
  - **Field Operation Officer. (Executive Trainee)**
    - Relating with employers of registered members on ways to better serve them.
    - Resolution of customer complains in their offices.
    - Instant registration of newly employed staff using instant registration platform.
    - Resolution of all remittance related issues with employers.
    - Ensure accurate and prompt remittance of monthly contributions.
    - Retrieve copy of schedule from employer to fast-track crediting of RSA.
  - **Business Development & Marketing Officer (Executive Trainee)**
    - Generating new business.
    - Opening of Retirement Savings Accounts (RSA)
- **Eco-bank Nigeria Plc, Abuja. April 2007- February, 2008.**
  - **Marketing (Direct Sales Agent.)**

## **PERSONAL SKILLS**

- Advance usage of Microsoft Excel and Microsoft word
- Customer service skills
- Result oriented
- Effective Communication and interpersonal skills

## **TRAININGS ATTENDED**

- Managing the Payout Phase, by Retirement Benefits Advisory
- Regulatory Compliance for the Nigerian Pensions Industry (based on 2014 Pension Reform Act), by Retirement Benefits Advisory
- Pension Administration, Investment Management & Benefits Administration, by Retirement Benefits Advisory
- Regulatory Compliance for the Nigerian Pensions Industry, by Retirement Benefits Advisory (based on 2004 Pension Reform Act)
- Developing and Improving Customer Service Skills, by Deeprat Consult.
- Pension Fund Management, by CIR Africa Limited.
- Understanding the Contributory Pension Scheme- Application & Administration, by York City Consult Ltd.
- Customer Service Skills Training, by Molaris Nigeria Ltd.
- Advance MS-Excel, by Tom Associates

## **CERTIFIED ONLINE TRAINING (WEALTH STREAM CONSULTANT)**

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|----------------------------------|--|
| -Managing Customer Service.      | -Getting Organized for Peak Performance. |
| -Creating Report (Access, 2013), | -Using Technology to your Advantage.     |
| -Risk Management.                | -The Art of Delegating Effectively       |
| -Creating Reports.               | -Critical Thinking.                      |
| -Negotiating for results.        | -Getting Stuff Done.                     |

## **REFEREES**

1. **Tijani Muritala**  
Head, Benefits department  
Trustfund Pensions Plc  
Head office, Abuja.  
08034069234.
2. **Ojerinde Babatunde**  
Business Manager  
Trustfund Pensions Plc,  
Benin Business Office.  
08062321779.
3. **Eng. Gbola Alabi**  
CEO Logic Technology  
7, Ikorodu road  
Maryland, Lagos.  
0805627464.