

MOHAMMED BIN DAWUDA ARIMIYAO

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A graduate of Islamic University College, Ghana with 2.81 GPA. I offered Communication Studies and majored in Public Relations. I am creative and efficient with teams to achieve required goals on time while maintaining accuracy. Also being dedicated, reliable and highly enthused to being successful in any position. I am able to provide leadership and supervision to any set of team members within any ecosystem and resulting in exceptional service. I am poised with problem-solving spirit and skilled in producing novelty in all dealings.

I had a year's experience serving as an Administrative Assistant at (Ghana Revenue Authority). Majoring in Public Relations and going on to excel in banking sector at (Jins Savings and Loans Company) for two years till present shows how agile I can be, given the node to work in any customer, employee relations position and beyond.

KEY SKILLS

- Customer service
- Team management
- Complaint handling
- Team player
- Positive attitude
- Record Keeping
- Decision making
- Social Media Management
- Very responsible
- File Sorting and Labeling
- Excellent Computer Skill
- Ability to work under pressure(Multitasking)

WORK EXPERIENCE

Jins Savings and Loans Limited

From: Jan 20th 2021

To: Current

Position: Cashier/Executive Trainee

Country: Ghana

- Balancing cash on working days.
- Transfer of salaries to SME accounts
- Receiving deposits and making withdrawals in real-time.
- Scanning document's for back office tasks while providing cash services.
- Very conscious of company assets and usage of stationaries in a cost effective manner.
- Innovative throughout working hours.
- Accuracy in the use of technology to maximize input.
- Composed a Microsoft excel worksheet for summing up and balancing of cash in real-time. The worksheet design can also be used for breaking down bulk cash that may need attention before the close of the day.
- Undertook a 3 month Leadership Training on 6th June 2022.

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Ghana Revenue Authority

From: Aug 27th 2018

To: Sep 1st 2019

Position: Ghana National Service Personnel (Secretary)

Country: Ghana

- Regularized data entry errors to prevent later issues such as duplication or data degradation.
- Evaluated source documents to locate information needed for each data entry field.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Scanned documents and saved in database to keep records of essential organizational information.
- Entered numerical data into database with speed and accuracy.
- Added documents to file records and created new records to support filing needs.
- Verified accuracy and validity of data entered in databases
- Entered client information into database quickly and with minimal errors.
- Attended to clients' needs in front desk.
- Wrote and transferred memo to word document on weekly bases.
- Delivered and retrieved files from other units across the city for officers.

EDUCATION

Islamic University College Ghana

Level: Bachelor of Arts

Field: Communication Studies

Major: Public Relations

From: Sep 14th 2014

To: May 27th 2018

Country: Ghana

- Course prefect (3rd to 4th academic year)
- Student Representative Counsel member (SCR)

West Africa Senior High School

Level: High School

Major: Visual Arts

From: Sep 14th 2008

To: Jun 14th 2012

Country: Ghana

CERTIFICATIONS

- **Entrepreneurship Conference** (Islamic University College, Ghana)

Date: May 2017

- **Bachelor of Arts - Communication Studies** (Islamic University College, Ghana)

Date: May 2018

LANGUAGES

English	★ ★ ★ ★ ☆
Hausa	★ ★ ★ ☆ ☆
Twi	★ ★ ☆ ☆ ☆
Arabic	★ ☆ ☆ ☆ ☆

AWARDS & ACHIEVEMENTS

- **Staff of the Year** (Jins Savings and Loans)
Date: Jan 2021
- **Executive Trainee promotion** (Jins Savings and Loans)
Date: Mar 2022
- **Accelerated Leadership Program** (3 Months)
Date: Jun 2022 – Sep 2022

REFERENCES

(Available on Request)