

# OGUNDARE OMOTOLA TOLULOPE

Plot 270, Cooperation Estate, Amuwo-Odofin, Mile 2, Lagos Mobile:

08134360003, 07050400684

Email: [tola.ogundare@yahoo.com](mailto:tola.ogundare@yahoo.com) D.O.B : 23<sup>rd</sup> July, 1992

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## ***Career Objectives:***

To become a top notch professional where i can utilize my skills and gain further experience while advancing the organizations Productivity and reputation.

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## ***Education***

2009 – 2015	Federal University of Technology, Minna, Niger State B.Eng Electrical/Electronics Engineering (Second Class Honors)
2005 - 2008	Federal Government College, Odogbolu, Ogun State Senior Secondary School Certificate (SSSC)
2002 – 2005	Command Secondary School, IPaja, Lagos State Junior Secondary School Certificate (JSSC)
1995 – 2002	At – Bet International School, Amuwo – Odofin Lagos State First School Leaving Certificate

## ***Employment Record***

Date	Grade	Position	Organization
2019 till Date	Operations Officer	Operations Officer	Haltwhistle Bdc
2017-2019	Graduate Intern	Facility Officer	Access Bank Plc
2015- 2016	NYSC	Instructor	1 Division Nigeria Army HQ. Kaduna
May 2013- Dec 2013	Industrial Training	Internship	Tower Extrusions

## ***Professional Qualifications***

Cisco Certified Network Associate	2016
International Project Management Professional	2016

## ***Key Roles and Accomplishments on Employment Record***

**Haltwhistle Bureau De Change Ltd**

**Position: Operations Officer**

- I carry out collection and sales of foreign exchange (fx) from CBN.
- I prepare weekly returns of sales of foreign exchange
- I do customer KYC who wants to buy foreign exchange

**Access Bank Plc (Lagos)**

**Position: Frontline Officer**

Period: (2017 – 2019)

**Achievements:**

Processed over 25 customer transactions per hour with extreme attention to detail

Assumed leadership role in the absence of assistant bank manager and maintained bank's normal operations and procedure

Performed as a team member in cross-selling bank products to customers at every opportunity to meet sales goals regarding accounts, credit cards and loans

Handled customers financial transactions using the various applications of the bank.

Quickly mastered new bank systems and database and led team members and colleagues in utilizing different features

Performed daily reconciliation accurately and timely.

**Tower Extrusions**

**Position: Intern**

My job role includes the following:

- Recording of machine breakdown periods
- Testing of electric motors that are brought after they are said to have been repaired
- Taking temperature records of heat equipment
- Assist the electrical technicians to locate faults and proffer solutions

***Skills***

- Ability to work effectively under pressure, as well as with minimal supervision.
- Excellent verbal and written communication Skills.
- Impeccable Integrity and Character.
- Strong work ethics.
- Great level of inter-personal relationship and a good team player.

***Hobbies***

- Reading Motivational and Gospel Books
- Listening to music and Singing

***Referees***

Available on Request