

YAQUB QUADRI DAMILOLA

15, Rasheed Oyekan Street, Ketu Tipper Garage Lagos

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OBJECTIVE

Seeking employment in dynamic organization that will afford me an opportunity to apply and explore my training and skill while offering and development.

PROFILE

A result driven, self-motivated and resourceful individual with a proving ability to develop and strengthen management terms in order to maximize company profitability. A dynamic and articulated individual with a high sense of professionalism towards maximizing business goals.

PERSONAL DATA

Sex:	Male	Marital Status:	Single
Nationality:	Nigerian	Date of Birth:	12 th December, 1992
State of Origin:	Kwara		

EDUCATIONAL BACKGROUND

Federal Polytechnic, Offa, Kwara State (HND) Business Administration	2015 – 2017
Federal Polytechnic, Offa, Kwara State (ND) Business Administration and Management	2011 – 2014
Command Day Secondary School, Ikeja Senior Secondary Certificate Examination	2003 – 2009

WORK EXPERIENCE

Claims & Reinsurance (Industrial Trainee) First Bank Insurance Limited	2014 – 2015
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Responsibilities:

- Monitored and registered incoming and outgoing mails
- Performed opening of new claims and reinsurance files
- Performed updating, processing and filling of all document
- Performed printing, photocopying, filling and scanning of document
- Performed issuance cheque to loss adjusters and clients

PERSONAL SKILLS AND COMPETENCES

- Developing productive relationships with work colleagues, superior time management skills and strong attention to detail.
- Excellent analytical, negotiating, influencing, leadership, interpersonal and communication skills both written and verbally as well as work effectively under pressure, meet deadlines.

- Expert in commercial issues and takes a professional approach as well as ability to work well with a range of people both within and outside of the organization
- Proactive; problem solver; leadership; team building and exceptional customer service skills as well as ability to manage multiple tasks assignments, maintain confidentiality, good listener and identify key opportunities and efficiencies for greater profitability.

HOBBIES AND INTEREST

Reading and sharing new ideas

REFEREES

Mr Yusuf Olatunji Saliu

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