**HAMMED MUSLIU OLALEKAN**

Email: [musliuhammed4@gmail.com](mailto:musliuhammed4@gmail.com)

Phone number: +2347039535552, +2348166409166

Palmsbay Estate GRA Lekki-Epe Express Way Lagos Island, Lagos.

# An enthusiastic recent graduate of Insurance with thorough knowledge of Insurance and Financial Management principles who aims to secure a challenging position with a reputable organization where my education, skills, knowledge and experience will be effectively utilize, aimed at job satisfaction and self-improvement to achieve organizational and individual goals.

**EDUCATIONAL DETAILS**

* **B.Sc. Insurance**  **2015-2018**

University of Benin, Benin City, Edo State

* **National Diploma, Insurance 2012-2014**

Federal Polytechnic Offa, Kwara State

**WORK EXPERIENCES**

**Urban Development and Regional Planning Committee (NYSC)**

National Assembly, Three Arm Zone Garki Area, Abuja  **2019-2020**

**Personal Assistant**

* Oversite function
* Organizing the Committee’s meeting event
* Organizing documents and files.
* Regular maintenance of the office
* Front desk duties
* Running errands as dictated by the clerk officer

**Olaoluwa Agro & Tech**.

**Sales Representative 2009-2011**

* Handling of the company’s social media handle for sales promotion
* Organizing Trade fair
* Attending business seminars on marketing and sales promotion
* Attending meetings on weekly evaluation
* I also render swift responses to complaints from our clients.

**Sakyours Agro & Tech.**

**Secretary 2014-2015**

* Documenting financial information
* Organizing documents and files
* Supervising staff and new employee

**First Monie and Opay (POS) Attendant 2018-2019**

**Sakyours Agro & Tech.**

* Transferring money
* Withdrawing money
* Attending to customer complaint.

**SKILLS**

* Great organizational skills
* Computer literacy
* Ability to multi task
* Ability to work in a given time limit under pressure
* Good listening skills
* Ability to follow strict procedures

**CERTIFICATION**

**Ministry of Women Affairs and Poverty Alleviation Vocational Training/Skill Acquisition Centre Lagos Island, Lagos State**

Computer Education

**John Harris Library, University of Benin**

**(University Connect)**

Use of Electronic Libraries and Scholar

Databases (Participant)

**REFERENCE**

**MR. SALAUDEEN TAJUDEEN YUSUFF OLAYIWOLA TOHEEB**

**Lecturer Unit Manager**

**Federal Polytechnic Offa, Kwara State Custodian Life Assurance Limited**

**Tel: 08162378121 Tel: 07050914790**