

## Adetobi Kehinde Oloruntobi

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**Objective:** To further develop my career in a chosen organization that will offer wide challenging opportunities and avenues for innovative inputs that can utilize my experience and skills

### AREAS OF EXPERTISE

Strategic Planning, Relationship Building, Business Analyst, Staff Training & Development, Retail Operations, Executive Presentation, Proposal Administration, Competitive Analysis, Process Improvement, Report Generation, Special Projects, Data Entry or Retrieval

### EMPLOYMENT & ACCOMPLISHMENTS

**Ecobank Nig. Ltd** **Abuja, Nigeria**  
**Account Officer** **February, 2009 - Present**

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Creation of trade Investments /Finance deals (LCs)  
Sale of Corporate & Retail Banking Products  
Deposit Mobilization in Current/Savings Account and Fixed Deposit/Treasury Bills  
Creation of Risk Assets (personal/Asset Loans, TOD, Term Loans)  
Creation of Contingent Liabilities (APGs, Bonds & Guarantees)  
Financial Advisory Services  
Identification of New Business (Personal/Corporate)  
Study and Analysis of inflow/ outflow of cash

**Canadian High Commission** **Abuja, Nigeria**  
**Information Technology Support (Contract)** **January, 2009**

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Provided training on Microsoft Suites , Internet and the Use of Emails to some Local Staff of the commission  
Set-up workstations (HP & Lenovo desktop) and telephone points for internet Network and PABX  
Took inventory of Information Technology Equipments/Gadgets using barcodes and terminal points

**Foreign Investment Network (FIN)** **Abuja, Nigeria**  
**Business Developer/E-Marketing** **March 2008 – Present (Contract/Seasonal)**

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Increased clients database by 78% through organization of Conferences, partnership, proposals and distribution of Newsletter  
Conducted interviews for local and international investors in private and public sectors  
Created a workable database of clients, and conference participants  
Follow up on over 7,000 clients through Emails and telephone calls  
Established good rapport and maintained good relationship with Local & international Media Partners  
Assisted in Logistics and planning of international Conferences  
Performed miscellaneous job-related duties as assigned

**Nigerian Investment Promotion Commission (NIPC)** **Abuja, Nigeria**  
**Investment Officer/ Secretary to Chairman One-Stop Investent Centre(OSIC)** **April 2007 – February 2008**

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Part of the team proving general facilitation with all government agencies in respect of investment projects on behalf of investors  
Part of the team that formed One-Stop Investment Centre  
Provided General advisory services on unlimited and profitable investment opportunities in Nigeria including matching investors requirements with opportunities available in Nigeria's 36 States and F.C.T.  
Part of organizing committee for several International Business Investment Forum  
Supervised and monitored presentations of over 100 investors/clients  
Assisted in writing and distribution of News letters to over 50 Nigerian Agencies and over foreign 400

investors

**Nigerian Investment Promotion Commission (NIPC)**  
(6-months Internship)

**Abuja, Nigeria**  
September 2004 – February 2005

Provided IT solutions (IT Helpdesk) to staff computer problems over the phone and by email  
Set up few workstations (Dell, HP/Compaq, Omatek, IBM)  
Conducted Quality assurance tests on new computer-related acquisitions  
Provided Hardware/ software maintenance and installations  
Took inventory of Information Technology Equipment (PC, Printers, Scanners, UPS, etc)

**Doxa Digital Nigeria Limited**  
(Student/Worker)

**Abuja, Nigeria**  
January 2002 – August 2005

Designed and constantly updated a website to fit the needs of the organization and their customers  
Promoted the Doxa brand through highly-effective newsletters bringing up website visits by 210%  
Headed various teams to set up PowerPoint multimedia presentation for conferences  
Assisted in Conference and event Management

### EDUCATION

Nasarawa State University  
Msc. Forensic Investigation(Digital)

Keffi, Nasarawa State  
(In View)

University of Abuja  
BSc. Computer Science

Gwagwalada, Abuja, Nigeria  
December, 2006

Army Day Secondary School  
West Africa Senior School Examination

Lokoja, Kogi State, Nigeria,  
June, 1999

Green Valley Nurs. & Primary School  
Primary School Leaving Certificate

Kabba, Kogi State, Nigeria  
May, 1993

### COMPUTER PROFICIENCY

Microsoft office suite 2000/2003/2007/2010/2012, Visual Basic, Dreamweaver 8, SQL & C programming

### EXTRA CURRICULAR ACTIVITIES

Traveling, music, and Internet research.

### REFREES

Available upon Request