**DAMILOLA OLAMILEKAN AFOLAYAN**

10 Poboyejo estate, Odo-nla, Ikorodu Lagos, Nigeria.

+(234)8164321919. [dammyshow14@gmail.com](mailto:dammyshow14@gmail.com).

**OBJECTIVE :**

To strive for excellence and precision at all time when attaining organizational corporate goals.

**PROFILE :**

An articulate graduate of Mass communication with a strong working experience in the financial sector and operations. Striving to grow a career in human resources and people operations.

**PERSONAL PROFILE**

**Date Of Birth :**  24th November, 1997

**Sex :**  Male

**Marital status:**  Single

**Religion:**  Christian

**CORE SKILLS**

\*Strong exposure to the use of Yoruba Language translation. \*Good client relationship skills.

\*Ability to take on new tasks/projects \*Strong written and spoken skills

\*Strong ability to identify new opportunities \*A Quick learner

**WORK EXPERIENCE:**

**Ingenious Ink. July 2022 - Till date**

**Script writer and English and Yoruba Translator.**

* A freelance scriptwriter and also responsible to movie subtitles from English to Yoruba.

**Ranchi Empowerment Centre. September 2020- Till date**

**Assistant Head of Automation Department. November 2022-Till date**

* Worked with the head of the department in uploading of clients’ data, loan and savings transactions, and ensuring that all daily transactions posted on the mobile application and web are in concord with the hard copy ledgers.
* Worked with a team in going to every of the company’s branch to train staff on how to use the company’s mobile application effectively and to get familiar with it for their daily use.

**Branch Manager. September 2020 - October 2022**

* Responsible for keeping all the branch records intact, balanced and updated.
* Issuing of cheques to clients for loan disbursement and seeing to the repayments without defaults recorded.
* Worked with a team of Credit Officers in achieving mobilization goals on prospects.
* Inputting clients' data on the management page.
* Writing of branch’s monthly reports.

**Grace and Mercy Household Improvement Initiative.**

**Branch Manager April 2020 - August 2020**

* Responsible for keeping all the branch records intact, balanced and updated.
* In addition, issuing cheques to clients for loan disbursement and seeing to the repayments without defaults recorded.
* Worked with a team of Credit Officers in achieving mobilization goals on prospects.
* Writing of branch’s monthly report.

**Credit Officer. February 2019 - April 2020**

* Responsible for giving out loans to target clients, and ensure loan repayments are done at appropriate times.
* Mobilization of new client and portfolio growth.
* keeping all assigned record books balanced and updated.

**I.C.T United and Diamond Brain Concept: September 2017 - November 2017**

* Personally composed a campaign jingle for a Gubernatorial candidate in Ogun State.
* Assisted with TV live-show programmes, Books summaries, detecting errors in magazines and Newspapers.
* Presentations of program ideas.
* Fieldwork advertisements for PlayTV decoder launching.

**Rock City Hotel and Suites**. **January 2016 - November 2016**

**Receptionist**

* Worked with a team of staff to ensure customers’ comfortability

**EDUCATION AND QUALIFICATION**

* Chartered Institute of Personnel Management (CIPM) **In View**
* OND in Mass Communication. Abraham Adesanya Polytechnic. **2016 - 2018**
* West African Examination (WAEC). Shalom Kliffon Secondary school. **2008 - 2013**
* First school leaving certificate. Kliffon Nursery and Primary School **2002 - 2008**

**HOBBIES**

\*Having intelligent conversations \* Learning new skills on the internet.

**REFEREES**

Referees will be provided upon request.