

# TOOBARI SAMUEL

Utako, Abuja Nigeria

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## PROFESSIONAL SUMMARY

A dedicated graduate of Banking and Finance with practical experience in customer relationship management and financial operations. Proven ability to communicate effectively, manage time efficiently and collaborate with cross-functional teams to drive results. Adaptable and eager to apply analytical skills, attention to detail, and a strong understanding of banking practices to contribute to a progressive financial institution and further develop within the industry.

## EXPERIENCE

- Deuteronomy 818 Limited, Abuja** 2024 - 2025  
Relationship Officer
  - Streamlined communication processes, reducing turn around time for client requests.
  - Proactively monitored customer accounts to identify potential challenges.
  - Trained new employees in customer relationship handling, ensuring service consistency.
  - Maintained comprehensive records of all client interactions for progress tracking.
  - Presented complex financial information in simplified formats, strengthening client trust.
- God Reigns Over the Nations Assembly, Bayelsa** 2022 - 2023  
Executive Secretary
  - Supported executive board meetings, contributing to efficient and timely decision-making.
  - Facilitated communication between executives and employees for seamless operations.
  - Created structured reports for management review and strategic planning.
  - Coordinated inter-departmental communications to ensure smooth workflow.
  - Managed office supplies inventory, reducing unnecessary costs.
- Cees Care Pharmacy, Port Harcourt, Rivers State** - 2023  
Cashier
  - Delivered excellent customer service by managing transactions quickly and accurately.
  - Effectively managed queues during peak hours, ensuring smooth check outflow.
  - Processed payment using POS system, improving transaction efficiency.
  - Assisted in restocking shelves, increasing product availability.
  - Maintained a clean and organised work environment to improve customer experience.

## EDUCATION

- Federal University Otuoke, Bayelsa State** 2018-2023  
BSc. Banking and Finance
- First Pillar College, Ogbogoro, Rivers State** 2016/2017  
Senior Secondary School Certificate(SSCE/WAEC)
- Maranatha Model Christian School, Mgbuoba, Rivers State** 2009  
First School Leaving Certificate

## AWARD

- National Youth Service Corps (NYSC)

## SKILLS AND CORE COMPETENCIES

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- Client relationship management
- Financial transaction & records
- Report preparation & Documentation
- Inter-departmental collaboration
- Customer service excellence
- Time management & workflow efficiency
- Resilience under pressure
- Interpersonal & communication skills

## PROFESSIONAL MEMBERSHIP, TRAINING AND CERTIFICATION

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- Certificate of Proficiency- Human Resource Management Training (HRM)/ Career Impact & Business Intelligence
- - Certificate of Achievement- Jobberman Soft-skills Training