

ADELEYE

DETAILS

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CAREER

Highly recognized in the community, I can meet the challenges that your company will entrust me.

OLUWATOBI NIMOTA

PROFILE

To hold a challenging position in an organization that recognizes hard work and competence, where my ability and potential will be fully utilized for the advancement of the organization and enhancement of career focus and goal.

PERSONAL STATEMENT

Accomplished Client Relationship Manager with solid experience in fast-paced financial environments. An expert in persuasive negotiation, leading diverse teams and winning customer satisfaction. Superb command of project management, client conflict resolution and business management.

EXPERIENCE

CAPITAL BANCORP PLC

2021-Present

Relationship Manager

- Setting up meetings with new clients.
- Identify new market for sales opportunity.
- Researching the latest products and regulations.
- Portfolio valuation.
- Maintaining relationships with existing and new clients
- Paying attention to latest development in the financial market.
- Provision of financial advice to investors.

OLD MUTUAL NIGERIA

2019-2021

Retail Sales Team Lead

- Focused on maximizing sales in the organization.
- Providing high standards of customer service.
- Organizing sales training for team members.
- Responsible for developing and implementing a timeline their team will use to reach its end goal.
- Coordinating and collating the team reports.
- Creating an inspiring team environment with an open communication culture.
- Delegating tasks to the team members.

OLD MUTUAL NIGERIA

2018-2019

Associate Financial Advisor

- Client relationship management, including continuing and regular client contact and communications.
- Client service, including preparing for client meetings, planning updates, portfolio changes and reviews, information gathering, portfolio returns and implementing recommendations.
- Comprehensive financial planning, including coordinating of asset management, estate planning and risk management.
- Client asset management, including coordination of financial planning and wealth management (analysis, estate planning, tax strategies for assets under management, and portfolio management).
- Gathering information regarding client finances, organizing electronic case files, preparing reports, letters and other correspondence, and completing special projects as appropriate.

OLD MUTUAL NIGERIA

2017-2018

Financial Advisor

- Provide clients with specialist advice on how to manage their money.

- Researching a marketplace and recommending the most appropriate products and services available, ensuring that clients are aware of products that best meet their needs, and then securing a sale.
- Provides financial planning and support to clients in order to help clients achieve their financial goals

WAPIC INSURANCE PLC

2016-2017

Financial Advisor

- Market research.
- Market analysis.
- Assess clients' needs and goals.
- Recommend strategies.
- Execute strategies.
- Monitor accounts.
- Identify new opportunities.

DIDDY LINK SERVICES LTD

APRIL-NOVEMBER 2014

Financial Liaison Officer

- Acts as a contact point for all agency personnel
- Keeps lists of the agencies and personnel representing the agencies
- Facilitates meetings and cooperation among agencies.
- Identifies problems in inter-agency communications
- Does a post-mortem when an incident is wrapped up

LAGOS ISLAND LOCAL GOVERNMENT (NYSC)

2013-2014

Administrative Clerk

- Perform administrative duties effectively.
- Assist and support administrative staff.
- Assist administrative manager in handling administrative operations.
- Greet clients and visitors and resolve their inquiries.
- Assist and support sales and marketing teams.
- Assist accounts department in accounting functions.
- Prepare and verify accounts receivables and accounts payable records.
- Handle and organize office filing systems effectively.
- Maintain stationery, office equipment and inventories.

NIGERIAN BEWERIES PLC

JANUARY-MARCH 2012

Invoice Processing Clerk

- Receive and process orders through computer entry, organize faxes, and ensure invoice is complete and totals are accurate.
- Calculate any additional charges or shipping dates and enter data into the computer.
- To make sure the company does not overpay invoices.
- To ensure that the prices and amount due are correct and sending the invoice to the customer.
- Flag pricing, promotion, or credit issues and verify orders for authenticity.

EDUCATION

- **Corporate Finance Institute.** **In View**
Business Intelligence & Data Analyst (BIDA)
- **Corporate Finance Institute.** **2022**
Financial Modelling & Valuation Analyst (FMVA)
- **Chartered Insurance Institute of Nigeria.** **2020**
CIIN Certification
- **National Youth Service Corp.** **2014**
Nysc Certificate

INFORMATION

Language: English, Yoruba and Pidgin English.

Class: International Passport, Voters Card, National ID Card & Lasra.

- **StratPM Lagos** **2013**
38Hours Contact Hours Training
- **Lagos State University, Ojo, Lagos.** **2008-2012**
B.Sc. In Banking and Finance
- **Ekolink Computer College, Lagos.** **2007**
Diploma in Desktop Publishing
- **Holy Child College, Lagos.** **2000-2006**
Senior Secondary School Certificate
- **St. Stephen (WAEC) School, Lagos.** **1994-2000**
First School Leaving Certificate

AWARDS AND RECOGNITIONS

- **Old Mutual Nigeria Game Changer Award:** **2021**
Game Changer
- **Old Mutual Nigeria Onshore Convention Winner:** **2020**
TOP ACHIEVER AWARD
- **Old Mutual Nigeria Merit Award:** **2019**
TOP FINANCIAL ADVISOR (RISK)
- **Old Mutual Nigeria Merit Award:** **2019**
TOP FINANCIAL ADVISOR (APE SALES) WORKSITE
- **Old Mutual Nigeria:** **2019**
Green Card
- **Old Mutual West Africa Convention Award** **2019**
Exceptional Achievements
- **Old Mutual Nigeria Life Business:** **2018**
Unsung Hero
- **Old Mutual Nigeria Appreciation Plague:** **2017**
The Most Promising Financial Advisor

SKILL AND COMPETENCIES

- Ability to speak and write well in Yoruba, English and Pidgin English.
- Excellent communication skills.
- Teamwork.
- Great attention to details.
- Time management abilities
- Leadership qualities.
- Critical thinking.
- Great interpersonal skills.

INTERESTS

Traveling | research | singing | dancing | constructive interactions | Meeting People

REFERENCES

Available on request