

MOHAMMED AMINAT DANJUMA

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PROFESSIONAL SUMMARY

Customer-focused and detail-oriented professional with experience in customer service, sales support, office administration, and record management. Adept at handling customer inquiries, maintaining accurate documentation, supporting account operations, and delivering quality service in fast-paced environments. Seeking a Customer Service Officer or Account Officer role within the banking sector to contribute to excellent customer experience and operational efficiency.

CORE COMPETENCIES

- Customer Relationship Management & Client Support
- Account Support & Documentation Handling
- Sales & Service Delivery
- Microsoft Office (Word, Excel, PowerPoint)
- Communication & Interpersonal Skills
- Record Keeping & Data Accuracy
- Office Administration

PROFESSIONAL EXPERIENCE

Sales Assistant – Oluwa Pamilerin Technologies

- Attended to customer inquiries and provided appropriate product and service information
- Supported sales transactions and maintained customer records
- Assisted in achieving customer satisfaction through timely service delivery

Office Assistant – Kogent Technologies

- Supported daily administrative and operational activities
- Maintained organized files and office documentation
- Assisted in client handling and internal coordination

Secretary – Rochris Medical Laboratory

- Managed front-desk operations and client communication
- Maintained accurate records and appointment schedules
- Ensured smooth office workflow and confidentiality of records

Teacher – Angels on Guard Schools

- Delivered lessons and managed classroom activities effectively
- Maintained records and reports, strengthening documentation skills
- Developed strong communication and people-management skills

EDUCATION

Higher National Diploma (HND)

Federal Polytechnic, Idah – 2024

CERTIFICATIONS

- National Youth Service Corps (NYSC)
- Computer Training Certification

REFEREES

Available on request.