

**BAKARE, Fatimah Olabisi**

6, Tapa road, Okeoko Isawo, Agric Ikorodu, Lagos, Nigeria

**Email:** [fatimahbakare44@gmail.com](mailto:fatimahbakare44@gmail.com) | +234 8145963159

6, Tapa road, Okeoko Isawo, Agric Ikorodu, Lagos,

11/ 06/ 2023

Head, Human Resources,  
Keystone Bank,  
Lagos State.

Dear Hiring Manager,

I am writing to express my keen interest in the graduate entry level position at Keystone Bank.

I am impressed by the bank's commitment to customer satisfaction, technological advancements, and ethical practices. I believe that my passion for the banking industry, coupled with my educational background and practical experiences, make me a valuable asset to your team.

I would appreciate the opportunity to discuss my qualifications further and how they align with the needs of Keystone Bank. I have attached my resume for your review. Thank you for considering my application. I look forward to the possibility of contributing to the growth and success of Keystone Bank.

Sincerely,

Bakare Fatimah.

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**CAREER OBJECTIVE**

- Aspiring to add value, work in a dynamic and challenging environment in terms of imparting my skills to achieve my organization corporate goals.
- To maintain mutual line of understanding within the organization and its various public, coupled with willingness to learn and enhance my knowledge.

**SKILLS AND EXPERTISE**

- Ability to multitask; juggle multiple deliverables and perform under very demanding conditions.
- Competence in carrying out due diligence.
- Excellent communication skill; Strong attention to detail and result oriented with good leadership skills.

**EDUCATIONAL BACKGROUND**

**BSc Anatomy, University of Ilorin, Ilorin. Kwara State**

Sept 2016 — Aug 2021

**WAEC, Excellent Glory College, Oke Muti. Lagos state.**

September 2009 – May 2015

**FSLC, Everlasting Success Nur/Pry School, Alafia Street Lagos State.**

August 2003 – July 2009

## **EMPLOYMENT HISTORY**

### **Administrative Officer (NYSC)**

**Adeoyo Maternity Teaching Hospital, Yemetu, Ibadan. Oyo state.**

November 2021 – November 2022

#### **DUTIES:**

- Informing the involved departments about the office policies as updated.
- Management of office supplies, stocks and placed orders.
- Arrangement of leave letters approval and resumption letters for hospital staffs.

### **Community Manager**

#### **CINCHBLOCK (REMOTE)**

October 2021-June 2022

#### **DUTIES:**

- Provision of friendly communication with investors and stakeholders.
- Served as active community moderator by detecting and deleting spams.
- Served as intermediary between community and the company so as increase community engagements with the company.

#### **HOBBIES**

Networking, Counseling, Researching and Reading

#### **REFEREE**

Available on request