

OLUKANYE-TIMI MERCY OLUWATOYIN

mfalope@gmail.com|08065927535, 07058417595 |Plot 46, Cadastral Area, Jikwoyi Phase II, Abuja.

SUMMARY

To provide intelligent solutions to complex tasks to achieve the organizational goal, by so doing impacting value to my employers with high level of professionalism.

PROFESSIONAL EXPERIENCE

ECOBANK PLC

2012 – 2021

Transactional Officer

Abuja

- Collated cash and honor all legal instruments on daily basis while cross selling of bank product to customers and third parties
- Processed Basys, Remita, E-tranzact and e-bills collections
- Paid cash to customers, instant funds transfer, telex, book loans and deposits
- Received cash from customers, record and remit to higher personnel all receipts and proof
- Ensured balanced and timely loading of ATM, generated and checked relevant report such as ATM balancing report, end of the monthly report, Overage and shortage of cash report
- Movement of cash from vault to the tellers
- Arranged receipt/payment of bulk cash from top customers.
- Supplied cash /cash boxes to single window operator in the morning and take possession of excess /surplus of cash or deliver
- Posted salaries of more than 20 organizations with over 20 staffs monthly.
- Daily checking of Ledger balancing, preparation and proofing of end of the month reports

CENTRAL BANK OF NIGERIA

2011 – 2012

NYSC Intern

Yenagoa

- Stock Keeping, Entering of Journals, Registered Cheques, Typed and Filed Documents

EDUCATION

AHMADU BELLO UNIVERSITY, ZARIA

2017

Post Graduate Diploma (PGD) in Accounting and Finance

- Grade: Merit

FEDERAL POLYTECHNIC, ADO-EKITI, NIGERIA

2010

Higher National Diploma (HND) in Accounting

- Grade: Upper Credit

FEDERAL POLYTECHNIC, ADO-EKITI, NIGERIA

2007

National Diploma (HND) in Accounting

- Grade: Upper Credit

SKILLS & OTHER

Skills: MS Word, Excel, PowerPoint, Finacle, Outlook.

Soft Skills: Ability to work with little or no supervision, fast learning, creative thinking, interpersonal relationship, goal oriented.

Certification & Trainings: Customer Service Excellence Training, Anti-Money Laundering and Counter-Terrorism Financing Training (AML-CTF), Infosec (Cyber-crime) Awareness Training