

SUMMARY

Friendly and accurate teller with 5+ years of experience in the banking industry. Strong customer service, coordination skills and a proven ability to manage competing priorities. Seeking to leverage knowledge of accounting procedures and regulations, account reconciliation, customer banking, and reporting at Vendease.

CAREER RELATED SKILLS

- Responsible, accountable, able to follow through on direction, and deal with sensitive information and large sums of money.
- Proficient in Microsoft Office Suite, including Word, PowerPoint, and Excel.
- Excellent communication, interpersonal, time management and organizational skills.
- Attention to details and accuracy in financial data management.
- Able to work independently in a fast-paced environment with attention to detail.
- Customer-service oriented; ability to work effectively with clients and management.
- Able to listen and identify issues or problem areas and form innovative solutions.

PROFESSIONAL EXPERIENCE

Personal Assistance (Finance Analyst) Everything Digital Media

March 2023-July 2023

- Financial Data Analysis: Assist in collecting, organizing, and analyzing financial data, ensuring its accuracy and completeness.
- Utilize tools such as Microsoft Excel and financial software to create reports and models for further analysis.
- Report Preparation and investigate narrative
- Data Integrity: Maintain data integrity by performing regular audits and reconciliations to ensure consistency and accuracy of financial records.
- Financial Modeling: Help create and maintain financial metrics and KPIs, highlighting areas that requires attention and improvement.
- Collaborating: Work closely with other departments such as sales, investigative analyst.
- Regulatory Compliance: Stay informed about relevant financial regulations and ensure compliance with accounting standards and reporting guidelines.

Bank Teller (Front Desk Teller) Access Bank Plc

October 2019 – January 2023

- Accurately followed bank policies, procedures, and guidelines to process transactions accurately and efficiently.
- Leveraged strong financial industry knowledge and exceptional client service to support and accurately process customer transactions, and provided effective solutions to complaints or account discrepancies, and answering questions.
- Handled large and foreign currency, transactions, and confidential information in a responsible manner, using company proprietary software to track bank information and generate reports.
- Maintained and balanced cash drawers and reconcile discrepancies.

Bank Teller (Front Desk Teller) *Diamond Bank*

October 2016 – October 2019

- Verified customers, answered queries and to assisted customers with account related issues including receiving deposits; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks and traveler's checks
- Demonstrated outstanding customer service, resolved customer concerns, and helped build customer loyalty.

Legal Assistant (Intern), *C&I Leasing PLC*

April 2016 – October 2016

- Effectively carried out day to day function at the office such as complete research work, filing and organizing of documents, as well as perform outbound calls.
- Compose letters such as introduction letter, termination letter, suspension letters, sub-charge letter and delivered the letters to its recipients.
- Accurately record minutes of board meeting, ensuring the documentation is cohesive and easy to understand.

Academic Instructor for Basic 2, *TEE – DEE Nursery and Primary School*

March 2015 – July 2015

- Adapted teaching methods to fit student's needs, provided individual and small group tutoring when necessary.
- Developed lesson plans and class material, combining illustrations with material to clearly explain objectives to the class.

Server, *Lagos Oriental Hotel*

January 2015 – March 2015 • Worked collaboratively with the hospitality staff to

deliver quality meal and service exceeding the expectations of customers.

- Maintained high level of professional in speech and mannerism with customers and employees.

EDUCATION

Bachelor of Science

(Bsc) Accounting

University of Lagos (Unilag), Lagos

Ongoing

- Area of focus; Accounting

January 2013 – December 2015

Ordinary National Diploma (OND)

Yaba College of Technology, Lagos

- Area of focus; Accounting
- Developed a new product (Throw pillows) for an entrepreneurship course. Established strategy based on the cost of making the product, developed promotional strategy product on campus. Made over 7000 naira in profit on the sale of the product.
- Final Project: Analyzed TEE – AND – TIFE Bakery pricing structure as a final project developed recommendations to ensure the cost of production for the bakery is low selling price of finished goods to ensure the company makes profit.
- Graduated: December 2015.

WAEC Certificate, Business / Commerce

High Rise Private Academy, Mosan Lagos

September 2006 – July 2012

Data Analysis Training

Utiva Internet Company

Data Analyst

Ongoing

INTEREST

- Business Management.
- Accounting.
- Data Analysis
- Virtual Assistant

SKILLS

- Administrative
- Data analysis