

# ADEFEMI ADELAJA

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## Summary

A well trained economist from the premier University of Ibadan, equipped with sound theoretical and practical capabilities to excel in vast fields of endeavors i.e Banking, finance, multinational and conglomerates etc with capacity to foster team participation amongst colleagues, reliable team player with ability to take on demanding tasks with little or no supervision. Passionate about self-determination with zeal to take on more responsibilities within and beyond my existing set field.

## Education

### Obafemi Awolowo University Ile-Ife

09/2020

Human Resource Management · Ile-Ife, Osun

MBA Human Resource Management (In View)

### University of Ibadan

04/2016

Economics · Ibadan, Oyo

BSc. Economics

### Federal Polytechnic, Ede

05/2007

SLT · Ede, Osun

OND SLT

## Skills

- Basic coding skills (HTML & CSS)
- Client Relationship Management
- Good communication and interpersonal skills
- Attended AML & CFT trainings with certification
- Resourceful
- Ability to deliver under pressure
- Financial Analysis
- Fast in learning
- Strong understanding of Know Your Customer (KYC) process
- Proficient in Microsoft office tools
- Computer literate
- Ability to work with little or no supervision
- Computer Literacy
- Portfolio Management

## Experience

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### **Polaris bank Ltd.**

01/2009 - 01/2020

Customer Service/Cash Management • Osogbo, Osun

- Recconciliation of general ledgers.
- Processing of customer's transactions
- Processing of Remita transactions, PayDirect transactions, FIRS and Tax remittance
- Investment Banking i.e. Fixed Deposit, Treasury Bills e.t.c.
- Branch management and administration

### **FSDH Asset Management Ltd.**

02/2020 - Present

Sales Representative • Osogbo, Osun

- Selling the company's financial asset products to clients.
- Managing client-company relationships.
- Increasing the company's portfolio figures.

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## Languages

- English
- Yoruba