

SUNMOLA, Taiwo Adetola

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Overview

Other Data

I am a goal-oriented strategist who is equipped with commendable leadership and organizational skills. As a digital citizen and a graduate of Computer Science, I am vastly knowledgeable in the digital world and can work on/with the popular office packages such as MS Word, MS Excel, etc. I am ready and willing to utilize my acquired skills and abilities to enhance organizational goals and positively influence the world around me as a whole.

DOB: 31st August, 1995.

Sex: Female.

Marital Status: Single.

Work Experience

Dec. 2021 – Present

LC PAYMENT OFFICER at United Bank of Africa, Marina, Lagos Island, Lagos State.

- Verify compliance of commercial documents with L/C terms and conditions.
- Identify any inappropriate transactions under LC.
- Issue LC as per client's request.
- Use SWIFT to create any required messages.
- Process payments for Import/export L/C.
- Calculate and claim any services charges.
- Preparing any requested reports for management teams.

Jan. 2021 – Dec 2021

ASST. SUPERVISOR at Food Concept PLC (Owners of Chicken Republic), Ilupeju, Lagos State.

- Supervision and evaluation of workers and work procedures for quality standards.
- Cash receipts balancing and compilation.
- Payroll overseeing, deposit preparation, and other financial activities.
- Inspection and purchasing of requisition supplies and logistics equipment.
- Assignment of duties and work stations to employees.
- Analysis of operational problems such as theft and wastage.

Dec. 2019 – Jan. 2021

SECRETARY at Agosasa Microfinance Bank, Agosasa, Ipokia LG, Ogun State.

- Maintaining diaries and arranging appointments.
- Typing, preparing, and collating reports.
- Files and documents management including customer database.
- Organizing and servicing meetings (producing agendas and taking minutes).
- Answering calls, taking messages, and handling correspondences.

Oct. 2018 – Oct. 2019

NATIONAL YOUTH SERVICE at Paradise Secondary School, Obeaja, Ugwunagbo L.G, Abia State.

Jan. 2016 – Sept. 2016

INDUSTRIAL TRAINING at Nampak Nigeria Ltd. Acme Rd., Ogba, Lagos State.

- Installation of Software.
- Network Diagnosis and Repair.

Key Highlights/Skills

- ☐ Proficiency with SWIFT
- ☐ Proficiency with FBTI
- ☐ Knowledge of UCP 600
- ☐ Leadership Skill
- ☐ Computer Literacy (MS Word, MS Excel, Power Point, etc)
- ☐ Goal-oriented
- ☐ Communication Skill
- ☐ Business Development
- ☐ Effective Marketing
- ☐ Organizational Capacity

Education

HND: Computer Science – 2018 (Upper Credit)

Fed. Poly. Ilaro, Ogun State.

OND: Computer Sciencem – 2015 (Upper Credit)

Fed. Poly. Ilaro, Ogun State.

SSCE: West African Examination Council – 2012.

Itolu Community High Sch. Ilaro, Ogun State.

First School Living Certificate – 2006.

Roman Catholic Mission Pry. School Agosasa, Ogun State.

Hobbies

- ☐ Playing brain-tasking games.
- ☐ Engaging in intellectual discussions.
- ☐ Adventurous traveling.
- ☐ Reading.

Referees

○ **Barr. Ademola E.A**

Senior Lecturer, Department of Accountancy, Federal Polytechnic, Ilaro.

Tel: 08033778868, 08155039084.

○ **Mr. Fajimi Yomi**

Nampak Nig. Ltd., IT Manager

Tel: 08023029218, 08030716555.