

Olawuyi Seun Elizabeth

Contact Address: No.7,Olusesan Ogunro street,Okunola Egbeda, Lagos state.

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PROFILE

A focused individual seeking a challenging position where my knowledge and skills will be judiciously utilized to ensure management goals and employer satisfaction.

I seek to work with your dynamic team to create products and services that meet customers' demand and deliver high commercial value. Attaining professional distinction and proficiency, to work with existing staff and facilities, contributing to the best of my ability and quota, so as to improve organizational objectives and achieve managerial goals and targets.

EXPERIENCE

UNIVERSAL TELLER AND FUND TRANSFER.

July 2022 – Till date

Sterling Bank PLC. Iyana-Ipaja,Lagos State

- Responsible for handling customer financial transactions
- Handling cash deposits, withdrawals .
- Treat customer transfer instructions.
- Knows the ins and outs of the bank's systems and policies.
- On board customer on all bank digital platforms
- Assist customer with account opening details
- Reconciling of all transactions for the day
- Answering to customer complaints
- Managing ATM deposits and balancing numbers at the end of the day.
- Treat outward and inward Cheque transaction with due diligence
- Handle ATM Dispute
- Treat Lagos state Tax /Land use payment
- Process REMITA and FIRS payment

Class Teacher

May 2021 – April 2022

Community Grammar School oke-Ayo, Ibadan,Oyo state (National Youth Service Corps)

- Preparation of lesson note to guide teaching process.
- Assessed and graded students' assignment, test, and examination.
- Responsible for guiding and counseling the students.
- Instill skilled knowledge into students.
- Assist students with their writing and reading skills.
- Help built a conducive learning environment

SECRETARY**May 2020 – September 2020****BIMTO Classic Academy - Ibadan,Oyo State**

- Receive calls for the school.
- Record all the students school payment
- Ensure proper attendance is taken.
- Receive message on behalf of the proprietress.

FISHERY ASSISTANT OFFICER**January 2019 – June 2019****Federal Ministry of Agriculture and rural Development- Ilorin,kwara state.**

- Take all records of activities at the fishery site everyday.
- Ensure all the fish pool is kept clean.
- Take responsibility of feeding the fish at due time.
- Ensure the fish are in good condition.

EDUCATION

BSc. Zoology**August 2016 - December 2020****Kwara State University, Malate, Ilorin.**

Bachelor of Science

CERTIFICATES AND ATTESTATION

The Chartered Institute of Bankers of Nigeria**February 2024****SKILLS AND COMPETENCES**

- **Soft Skills**

Analytical Skill | Leadership | Interpersonal Skill | Communication | Problem Solving | team player |

- **Technical Skills**

Microsoft Office Suite | Data Analysis |

INTERESTS AND HOBBIES

Reading | Networking | Traveling | Sports

REFEREE

- Mrs Esoza Salami
Bank Manager
Stanbic IBTC Bank
- Dr. Stephen Afolayan
Proprietor
BIMTO Classic Academy

