

OLAWUMI BOLANLE OLANIRAN

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PERSONAL DATA

Sex: Female

Nationality: Nigerian

PROFESSIONAL SUMMARY

I'm excellent team builder, self-motivated, adaptable insurance and management analyst with honed communication and analytical thinking skills. I constantly maintain and demonstrate a positive attitude towards customers and their welfare. A result oriented, people-focused and have the ability to identify business, commodity strengths, weaknesses and deduce developmental initiatives from market reports. ***I am very keen and passionate to find a challenging position with a developmental and innovative organization where I will be able to continue to increase my work experiences and develops my abilities***

CORE QUALIFICATIONS

- Cultural competency
- Report writing and presentation, Critical thinking and analysis
- Framework design, Strong organization skills and Management analysis
- Team building and training

KEY SKILLS AND COMPETENCIES

- Punctual, reliable and able to use own initiative.
- Being flexible in daily work, routines and also able to travel.
- Always ready to work and adjust to new challenging situation quickly
- To contribute to improvement of the organization objectives and achieving the management aims.
- Ability to accept responsibility and work without supervision.

WORK EXPERIENCES

International Institute of Tropical Agriculture (IITA), Ibadan. Nigeria 2015-2016

Post Held: Accounting Officer Assistant

Responsibilities

- Provides account services to customers
- Receiving deposits and Reimbursement of Funds
- Preparing of Travel Advances Issuing savings withdrawals;

- Recording night and mail deposits;
- Selling cashier's checks, traveler's checks, and series e-bonds

Unique group of school, okada Benin Nigeria.

2020-2022

Post Held: Class Teacher /(NYSC)

Responsibilities

- Ensure compliance to all school systems and all board of education policies and participate in all assign classes as per schedule.
- Administer all student conduct and discipline and ensure enforcement of same and provide all required information as per student requirement.
- Maintain and update all files and records.
- Maintain confidentiality of all student records and coordinate with all school administrators for all classroom teaching.

EDUCATION QUALIFICATIONS

- The Oke-Ogun Polytechnic, Saki, Oyo State. Higher National Diploma in Insurance 2019
- The Polytechnic Ibadan, Ibadan, Oyo State. National Diploma in Insurance 2015.

ADDITIONAL SKILLS

- Microsoft office
- Microsoft excel

Feel free to call me on 08143427115 or send me an e-mail on:
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