

# OLANISEBE YETUNDE TOLUWANI

No 50c Odo elede, Olona Mosque, Bodija Ashi, Ibadan Oyo State  
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## Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

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## Experience

- **Altara Credit Limited** 2021 - 2022  
Pay Agent
  - I collect and crosscheck customer's document to ensure they are complete and valid
  - I asses analyze financial information and make good decisions
  - I manage and maintain files for assigned portfolio of account
  - I provide customers with correct updated pricing for products
- **The Scholar Academy** 2019 - 2020  
Teacher
  - I plan, prepare and deliver instructional activities that facilitate active learning experience
  - I develop schemes of work and lesson plans
  - I establish and communicate clear objectives for all learning activities
  - I prepare classroom for class activities
  - I instruct and monitor students in the use of learning materials equipment

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## Education

- **Federal College Of Education (Special) Oyo** 2019  
English Language

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## Skills

- Critical thinking
- Problem solving
- Language and Communication
- Administrative and Organisation
- Team work
- Management
- Proficiency in Microsoft Office Suite

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## Reference

- **Mr. Babatunde Olonade - "Federal College Of Education(SP) Oyo"**  
Assistant Registrar  
08033643663
- **Mr. Oludare Emmanuel - "Grace and Mercy Limited"**  
Sales Supervisor  
08032140648