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Road 2 J, Wisdom Estate, Olorunda Abba,
Akobo, Ibadan.

AMUSU TITILOPE OLUWAFERANMI

OBJECTIVES:

Working hard to make positive impact and create an atmosphere where knowledge can be gained and impacted.

ABILITIES:

- Ability to learn fast, adapt to changes within work environment and on job assignment.
- Ability to reach targeted goal on time.
- Ability to work under pressure without supervision.
- Proficiency in basic computer skills {Microsoft office – word, excel and powerpoint}.
- Strong interpersonal and communication skills and full commitment towards managing, sustaining and building superior customer services.

BIO DATA:

Nationality:	Nigerian
State Of Origin:	Lagos State
Local Govt. Area	Kosofe L. G. A
Date of Birth:	November 29, 1989
Gender:	Female

ACADEMIC BACKGROUND:

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|---|-------------|
| ❖ National Diploma In Computer Science
Yaba College of Technology, Yaba, Lagos State | 2010-2013 |
| ❖ National Examination Council (NECO)
Ogudu Grammar School, Ogudu, G.R.A. Lagos | 2007 |
| ❖ West African Examination Certificate (WAEC)
Ogudu Grammar School, Ogudu, G.R.A. Lagos | 2001 - 2007 |
| ❖ First School Leaving Certificate
Scepter international school | 1994 - 2001 |

WORK EXPERIENCE:

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| ❖ GRACE & MERCY HOUSEHOLDS IMPROVEMENT INITIATIVE, IBADAN.
POSITION: Credit Officer. | 2018 -August 2019 |
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JOB DESCRIPTION

- Mobilize and register new clients
- Visit the clients and conduct pre-loan training
- Fill form and attend to members guarantors
- Disbursed to clients recover loan disbursed
- Deposit money collected to the bank

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| ❖ JUMIA SERVICES LIMITED
POSITION: Vendor pickup Agent. | 2016 - 2018 |
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JOB DESCRIPTION

- Ensuring that all packages are shipped and handed over to the master bag team to master bag and dispatch.
- Ensuring that there are no shipping errors (incomplete, damaged, wrong items, etc.).
- Ensuring that all received packages are master bagged and dispatched to Network.
- Ensuring that there are 0 lost packages lost between dispatch and handover to network.
- Responsible for sending correct manifest to Network hub and getting driver signature on manifest

❖ GUARANTY TRUST BANK IKORODU, LAGOS

2014- 2015

POSITION: Teller(Industrial Attaché)**JOB DESCRIPTION**

- Attending to customers cash deposit and withdrawal transactions
- Confirm cash in accordance with the deposit slips.
- Check and analyze correctly.
- Stamp and keep record of the transaction.

❖ 3T IMPEX CONSULTING LIMITED SURULERE , LAGOS

2011 -2013

POSITION: Admin Officer**JOB DESCRIPTION**

- Keeping of record and sending of report of daily activities.
- Coordinate meetings and keep records of attendance.
- Send weekly mail to customers on product updates.
- Attend to customers and handling their enquiry.
- Keep files and organize them appropriately.

❖ GLOBALTIM ESTATE MANAGEMENT, OGUDU, LAGOS

2008- 2011

POSITION: Secretary.**JOB DESCRIPTION**

- Coordinate meetings and inspection of properties.
- Taking records of files and document.
- Taking of minutes, typing it and sending of minutes.
- Keeping records of files.

❖ GOSHEN PHARMACY OGUDU, OJOTA LAGOS

2007 -2008

POSITION: Sales Representatives.**JOB DESCRIPTION**

- Attending to customers.
- Taking stocks.
- Recording and giving records of sales.

HOBBIES: Reading and meeting people.**REFEREES:** Available on request.