

ADESUYAN OLUWASEUN MERCY

NO, 11 Olatunji Ojo street, off Bankole Bernard Street,
Orita Basorun, Ibadan Oyo State.

Tel: 08069026014, 08127307559

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PERSONAL SKILLS

I have the following personal competence: Ability to work with little or no supervision excellent problem solving skills, self-motivated and target oriented, good communication and interpersonal skills, confident, diligent, and above all I have a CANDO attitude i.e. Courage, Accountability, Networking, Drive and Oneness.

OBJECTIVE:

To work with existing staff and facilities contributing the best of my ability and quota, so as to improve organizational objective and achieve managerial goals and targets.

PERSONAL DATA

Date of Birth:	2 nd April, 1989
Sex:	Female
Marital Status:	Single
State of Origin:	Ondo
Nationality:	Nigeria

EDUCATIONAL QUALIFICATIONS:

2012-2015	Federal Polytechnic Offa, Kwara State, <i>Banking and Finance (HND).</i>
2009-2011	Federal Polytechnic Offa, Kwara State, <i>Banking and Finance (OND).</i>
2005-2008	Christ Liberty International College, Ondo, Ondo State. <i>O Level (NECO).</i>

SKILLS:

Computer Literacy with the use of Microsoft words, Excel, Powerpoint.
Knowledge of QuickBooks accounting package

PROFESSIONAL QUALIFICATION

Chartered institute of bankers of Nigeria	in view
Chartered Institute of Customer Relationship and Management	(ACIRM)

2016

WORK EXPERIENCES:

❖ **IAL Nigeria Limited, 16 Burma Road Apapa. Jan 2019 till date**

Post Held: Front desk officer

Responsibilities

- Welcoming visitors by greeting them, I person or on the telephone; answering or referring inquiries.
- Direct visitors by maintain employee and department directories; giving instructions
- Maintain security by following procedures; monitoring logbook; issuing visitor badges.
- Contributes to team effort by accomplishing related results as needed.

❖ **Etal hotel and halls, 1-15 kofo Abayomi street Apapa. March 2018- Dec 2018**

Post Held: Cashier (Account Department)

Responsibilities

- Handling all the cash transaction of the organization
- Providing training and assistance to new joined cashier
- Maintain monthly weekly and daily report of transaction

❖ **Kingsley Mega Vision (Financial Institution), Enugu State 2017**

Post Held: Recovery/ Credit officer

Responsibilities

- Authenticate documentation presented for all credit applications and ensure they meet the KYC requirements and any other requirements as required by the regulators
- Maintain updated records of loan applications
- Monitor progress of existing loans
- Evaluate creditworthiness and risk
- Analyzing the risk and approve or reject loan request
- Set up payment plans.

- Recovering bad debts from delinquent debtors
- Designing work out payment plans for debtors
- Negotiating settlements with clients
- Following up with clients on previous payment arrangements
- Daily review of all the outstanding and overdue loan clients.

❖ **Community Primary School, Odoru Nsukka, Enugu State (NYSC) 2016**

Post Held: Class Teacher

Responsibilities

- Develop Students' abilities, interest and coordinate through mode of creative activities.
- Test and analyze students for customize progress in oral and written work.
- Guide discussion and supervise work in class.
- Maintain and update attendance records as well as School discipline.

❖ **Broadway Technology Limited. Lekki Phase 1, Lagos. (SIWES) 2012**

Post Held: Office Clerk

Responsibilities

- Complete and mail bills, contracts, policies and invoice.
- Collect, count and disburse money, do basic book keeping and computer banking transaction.
- Answers telephone, direct calls and take messages.
- Compile, copy, sort and file records of office activities, business transactions and other activities.
- Review files, records, and other documents to obtain information and respond to request.

HOBBIES:

Reading, Traveling and Meeting People

REFEREES:

Mr. Victor Olanrewaju Kayode

Group General Manager, Etal Hotel and Halls.

1-5 Kazuma Street, Off Kofo Abayomi,
Apapa Lagos.

08023600704, 07058312172

Mr. Ayoola C. Oluyemi (AICAN, ACIB)

First Bank PLC,

9-11 Macarthy Street, Onikan, Lagos.

08038532336, 08023517192

Prophet. Shola Adedeji Fesojaye

Dept of Religious Studies,

Olabisi Onabanjo University,

Ago iwoye,

Ogun state.

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08033455510,07056328108