

# OLATOYE, OLUWATOSIN AJOKEADE

XW8/2001, Ajelore Awo Street, Elewura Challenge Ibadan, Oyo State.

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## OBJECTIVE

To strive for excellence and precision at all time, in all position and circumstance and to coherently work with existing staff. To ensure progress in whatever position I find myself in an organization, inject a positive influence, develop the acquired wealth of experience therein and fine tune these skills, for the achievement of the organization's objective.

## BIO-DATA

Date of Birth	-	January 18, 1993
Sex	-	Female
Marital Status	-	Single
State of Origin	-	Osun
Nationality	-	Nigerian
Religion	-	Christianity

## EDUCATION

Dates Attended	Institution	Qualification
2009-2012	Lagos State Polytechnic	National Diploma in (Banking & Finance)
2000-2006	IjuEbiye High School	Senior Secondary Exam Cert
1994-2000	Yerokun Early Learning School	FLSC

## PERSONAL SKILL

- Ability to impact knowledge and to influence others positively,
- Proactive with the aim of yielding excellent results
- Excellent customer relations and decision making, interpersonal and good communication skills.
- Motivated by order and safety conscious at all times.
- Highly adaptive, resourceful, with the ability to achieve organizational integration and assimilate job requirement.

## STRENGTH AND ABILITY

- Computer Literate - Desktop Publishing (**MS WORD, EXCEL**).
- Interpersonal and communication skill
- Ability to learn very fast and good team spirit
- Ability to work with little or no supervision.

## EXPERIENCE

<b>Name of Company</b>	<b>Title Held / Responsibilities</b>	<b>Date</b>
<b>Pension Alliance Limited</b> Plot 289, Ajose Adeogun Street Victoria Island, Lagos.	<b>DIRECT SALES AGENT</b> <ul style="list-style-type: none"> <li>• Sourcing for clients</li> <li>• Opening of accounts</li> <li>• Managing the previous account</li> </ul>	2018 – 2019
<b>Ultimate Microfinance Bank</b> 45, Ipaja Road, Church Bus Stop, Opposite Owode Market, Lagos.	<b>ACCOUNT OFFICER</b> <ul style="list-style-type: none"> <li>• Promotion of products and origination of new clients.</li> <li>• Liaise with community organizations, business associations, and individual entrepreneurs.</li> <li>• Correctly complete loan and application and evaluation process.</li> <li>• Manage and recover late repayments.</li> </ul>	2011 – 2013
<b>Twins Specialist Hospital,</b> Sango-Ota, Ogun State	<b>ACCOUNTANT/SECRETARY</b> <ul style="list-style-type: none"> <li>• Documents financial actions by analyzing accounting options</li> <li>• Engaged in accounting duties, including verifying and recording to amount</li> <li>• Implementing new procedures and administrative systems</li> </ul>	2008
<b>Ofas Ventures</b> Ikeja, Lagos	<b>FRONT DESK</b> <ul style="list-style-type: none"> <li>• Organizing and servicing meetings</li> <li>• Recruiting, and supervising of junior staff</li> <li>• Liaising with relevant organizations</li> </ul>	2007

## ***INTEREST***

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Reading, researching, mentoring, travelling, and meeting people.

## ***REFEREES***

- 
- **Mr. Abiola Oladimeji**  
Civil Engr.  
Akinsonwo Street, Thomas Estate, Ajah  
Lagos  
Tel: 07034902908.
  - **Mrs. Kehinde Adebayo**  
Banker  
Db Diamond Bank Plc  
Idi-ape Iwo Road Ibadan, Oyo  
Tel: 08069037048