

ODUNSI SIDIKAT OLAJUMOKE

date of birth:-13/12/1996.

Profile

Experienced KYC Onboarding Analyst with excellent problem resolution and driving overall operational improvements. Consistent performance and contributions to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow, and excel. Proven success in leadership, operational excellence and organizational development with gift for inspiring management and team members to excel and encourage creative work environments.

Contact

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PROFESSIONAL ASSOCIATION

Female techpreneur

HOBBIES & INTERESTS

Reading & researching

Socializing & meeting new people

Travelling

SKILLS

Client Onboarding KYC Compliance,
Verbal and written communication,
Web Design ,
Business Operations,
Excellent Communication,
Operational Improvement
Analytical and problem solving,
Team Management
User Management,

MS Office,

Project Management,

EDUCATION

OLABISI ONABANJO UNIVERSITY

Bachelor of Arts (B.A) History and Diplomatic Studies

Nov 2015-Aug2019

MUSLIM GIRLS HIGH SCHOOL OGUN STATE

West African Senior Secondary School Certificate (WASSCE)

May2007 -Jul 2013

WORK EXPERIENCE

WATU AFRICA

EXECUTIVE ONBOARDING OFFICER

IBADAN

Jan 2022- Present

- Created and updated client onboarding documents, including contract terms and conditions, privacy policy, vendor security requirements, etc.
- Coordinated with vendors to ensure that all required information is provided in a timely manner for the onboarding process.
- Provided support to clients during the on-boarding process by answering questions regarding their account setup or any other related issues they may have.
- Acted as the main point of contact for new clients, ensuring a smooth and positive onboarding experience.
- Created and maintained detailed client onboarding records and documentation.
- Created a client onboarding checklist to ensure that all necessary information was collected and verified
- Resolved escalated customer complaints by identifying root causes and proposing solutions or alternative options

LEXTUND JEN LOGISTICS LAGOS

LOGISTICS OFFICER

LAGOS

April 2021 - Dec 2022

- Conducted qualitative and quantitative analysis of logistics operations to pinpoint and correct inefficiencies.
- Selected transportation routes to maximize economy by combining shipments or consolidating warehousing and distribution.
- Provided procurement of goods, provision of transportation services, tracking of movement and change to support safe and secure operations
- Oversaw scheduling for day-to-day activities of transportation as well as warehouse employees and contractors..

REFEREES

Available on request

- Collaborated with project managers to discuss procurement, logistics and service requirements or optimized purchasing power
- Selected transportation routes to maximize economy by combining shipments or consolidating warehousing and distribution.
- Managed functional areas of logistics

KEN-ALPHA PRIMARY SCHOOL, LAGOS

NYSC

EDUCATOR

DEc 2019 - March2021

- Assesses and record student development, while identifying problem areas which need attention and improvement.
- Manages the diverse ability levels of students.
- Plan and execute educational in-class and outdoor activities and events.
- Allocate and grade homework, assignments and tests.
- Prepare weekly activities on students and activities.

SAO FOODS AGO-IWOYE

ADMINISTRATIVE CLERK

Oct 2013- Nov 2014

- Develop and maintain filling system.
- Compile and maintain records of office activities, and business transactions.
- Assist in the preparation of regular schedule report.
- Receive and process information and paper work about customers, suppliers, product and services.
- Manage work schedules, calendars and appointments.