

OLUWASEGUN-ONI, ADEOLA MOPELOLA

[deola4oni@gmail.com](mailto:deola4oni@gmail.com)

+234 80 3910 1970

## CV Highlights

- Currently going through HTML/CSS – Front End Developer
- Learnt basic Python and JavaScript on i4g.zuriboard.com
- A self-motivated, result oriented professional with over 13years experience in Client/Customer Service Relations and Administration. These attributes are proved through the series of courses I have taken or I am taking as of now independently through online platforms.
- Good Communication Skills, Presentation Skills, attitude towards leadership, conflict resolution and negotiation and a very good team worker.

## Working Experience

### VLA/GUARANTY TRUST BANK PLC

- **SANEF Representative [Team Lead]-Retail Division**
- **Divisional/Branch Secretary [Retail Division]**

#### Job Responsibilities

- Onboard sub agents on agent banking platform
- Interact with aggregators on account opening and ATM card linking
- Occasionally interact with customers and sub-agents over the telephone
- Contribute ideas to the team on how customers and sub agents can be delighted
- Collation of the Groups Weekly Performance Review, Monthly Performance Review, Business Performance Review
- Collation of Yearly Budget Presentation
- Managing all official activities of the Divisional Head and Group Head
- Scheduling weekly and monthly meetings for the Group
- Account Opening/Customer Service Relationship
- Deposit mobilisation from all sectors of the economy
- Effective intra and inter branch telecommunication
- Processing of Foreign Funds Transfer and memos awaiting approvals
- Assist the administrative officer in her administrative work

### DIL ADVERTISING AGENCY

#### Personal Assistant to Managing Director

#### Job Responsibilities

- Create and implement media policy of the organization
- Coordination of all adverts both sourced or for placements and news stories for press release
- Assist in gathering press interviews/briefing of Companies
- Creation of Graphic Designs for all adverts received
- Managing the M.D. by scheduling appointments and other official matters
- Generating funds through Public Relations medium

### umrDEBOH ACADEMY

## Administrative Officer/Secretary

### Job Responsibilities

- Minutes of the meeting and the purchase of newspapers
- Payments of staff salaries and collection of students fees
- Scheduling all official appointments
- Graphical Adverts and Public Relation Services in the media
- Premises maintenance repairs, office ambiance and expense control
- Equipment repairs and maintenance

### Educational Qualifications

Qualification	Board	Grades	Year
B.A.[Hons] - Mass Communication	University of Nigeria, Nsukka	2.2 - Second Class lower Division	2011
National Diploma (Secretarial Studies)	Rufus Giwa Polytechnic, OWO, Ondo State, Nigeria	Distinction	2004
Senior Secondary Certificate Examination [S.S.C.E]	National Examination Council of Nigeria [N.E.C.O]	Satisfactory	2000

### Independent Courses

- HTML & CSS for Beginners – Web Fundamentals – i4g.zuriboard.com
- Customer Service Foundation – LinkedIn.com
- De-Escalating Intense Situations - LinkedIn.com
- Python – Fundamentals and Dynamic Programming - i4g.zuriboard.com
- JavaScript – Programming Basics, JS Apps and Build Games - i4g.zuriboard.com
- General Introduction to Coding - i4g.zuriboard.com

### Personal Information

- A young, determined hard and smart working person. I have great ability to priotize task, schedules and assignments; I am also able to work under pressure with less or no supervision.
- Languages Known:English and Yoruba
- Hobbies: I love baking, cooking,self-learning through e-courses and now coding.

### Other Information

- Expected Salary:As per company standards
- Area of Interest:Frontend Developer, Customer/Client Service
- Joining Date:Immediate

### Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

### References

Will be given on request.