

AFARAIT, SULAIMON BOLA

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OBJECTIVE

To secure a responsible career opportunity and fully utilize my training and skills, while making a significant contribution to the success of the company.

SKILLS

- * Cash Management
 - * Archive Management
 - * Form M Processing
 - * Product Management
 - * Team Player
 - * User Research
 - * Documentation management
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WORK EXPERIENCE

Apprentice.ng , 108 Palm Avenue, Mushin, Lagos State .

Administrative Manager

2021 - 2022

- Operational management
 - Procurement management .
 - Effective and Efficient assets management
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People's Plus Management Service (Seconded to Zenith Bank Plc).

Archive Assistant/ Support Staff in Trade Services Dept.

2017 - 2021

- Sorting of documents into the import and export documents of the bank customers.
- Processing of PAAR (Pre-Arrival Assessment Report) through Nigeria Custom Service Portal
- Keying in of shipping documents / Exchange Control Documents (ECD) into the bank system.
- Processing of Form M for importation.

People's Plus Management Service (Seconded to Zenith Bank Plc).

Note Counter.

2014 - 2017

- Processing of Bulk cash for Customers
- Sorting of good note for the ATM.
- Movement of Cash from one branch to another.

(J-Force Team) @ Jumia.com.ng, Ikeja Office

Online Sales Consultant

2014

- Helping customers to process orders online and following up with the orders for fast delivery.
- Expanding the sales for the company through marketing .

Taafoo.com, *Oregun Road, Ikeja*

Uploader

2012 – 2013

- Naming and separating of items
- Uploading of items on company website.
- Scanning of items into the store shelves.
- Packing of orders for shipment and fulfillment.

NYSC (National Youth Service Corps), Mada Station, Nassarawa
Corp Member 2010 - 2011

- Teaching Electronics
 - Social works within the school and the community of Mada.
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ACADEMIC QUALIFICATIONS

HND Physics Electronics 2008
Lagos State Polytechnic, Ikorodu, Lagos.

ND Electrical Electronics Engineering 2004
Moshood Abiola Polytechnic, Ojere, Abeokuta, Ogun state.

Senior secondary School Certificate 2002
Suzan Martin Secondary School, Akinbayode street, Papa Ajao.

Senior secondary School Certificate 2001
Saint Joseph Secondary School, Owodele street, Surulere.

TOOLS

- * MsWord
 - * Excel
 - * Slack
 - * Canva
 - * Linear
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REFERENCES

Mr. Jimoh Samsondeen Olayiwola

Olasam Royal Link Ltd,

Shomolu, Lagos

Tel: 08035818931

Mr Ogundimu Femi

Insurance Broker

Truevine Ltd.

Tel: 08023007168