

IGE MARY MONIOLUWA

Sammy house Kajola Ilesa, Osun State
08100326556 | maryige56@gmail.com

PERSONAL DETAILS

- Date of Birth : 07/03/1996

CAREER STATEMENT

Dedicated, resourceful, productive, and result driven professional with background and experience in managing administrative functions, overseeing several office duties to achieve utmost efficiency and effectively coordinating accounting and loan related functions such as account reconciliation and documentation to achieve desired goals. Hoping to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills

WORK EXPERIENCE

- **Bright Hope Multipurpose Investment Limited,Ilesa, Osun state.**

Since January 2022 - August 2022

Credit Officer.

°Manage loan related duties such as loan request review and assessing client's financial status in a professional way.

°Ensure effective bookkeeping and record management by maintaining updated records of loan applications.

°Monitor progress of existing loans and follow up with clients about loan renewals. °Resolve over 96% of customer complaint by attending to their request and attending to their problems and this increase their satisfaction to 100%.

- **Raodat Suadai Nursery and Primary School Erin Ile, Kwara State.**

From November 2020 to November 2021

Administrative Assistant (NYSC)

°Managed document both online and offline and student record thereby improved on the existing record management systems.

°Assisted with general office and school maintenance which in returns promoted school good hygiene practices (GHP) greatly.

°Reduced administrative running cost by 2% by properly managing office equipment and tools thereby prevented them from breakdown.

°Assisted with classroom activities such as teaching, taking attendance and mentoring of students which in returns increased their academic performance greatly.

- **Peopleplus Management Service**

Since September 5 2022 - September 1 2024

°Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks, and opening and closing of accounts.

°Identify customer needs, provide information on new products and services, and direct customers to branch representatives as needed.

°Reconcile cash drawers at the end of the day, count and package currency, turn in any excess or damaged currency to head teller.

°Provide a high level of customer service, offering answers and assistance with a smile.

EDUCATION HISTORY

- **Obafemi Awolowo University, Ile Ife.**

From 2015 to 2019

Bachelor of Science (B.Sc) in Zoology.

Second Class Lower Division

- **Abaja Olowu group of school, Modakeke, Ile Ife osun state**

From 2011 to 2014

Senior Secondary School Certificate.

PROFESSIONAL TRAINING

- || Human Resources Management || Obafemi Awolowo University ||

PROFESSIONAL SKILLS

- Excellent customer care knowledge
- Clear communication skills (Verbal and Written)
- Good bookkeeping and data management
- Excellent decision making knowledge
- Team management and interpersonal skills
- Excellent computer and IT background
- Effective problem solving skills
- Excellent numerical and analytical skills
- Excellent knowledge of administrative duties

- Effective human resources and general resources management

REFERENCE

- **Adesokan Oluwagbenga Moses - "Federal Judicial Service Commission Abuja"** Barrister
madesokan@yahoo.com
08033139504
- **Victor Jato-Olaolu - "Engie Energy Access, Nigeria."**
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