

Abraham Esther

Lagos, GU

-Email me on Indeed: <http://www.indeed.com/r/Abraham-Esther/764425bcee3a5b4d>

A self-motivated graduate with demonstrated interests in Sales, management strategies, and professional customer services to drive organizational advantage. An individual enthusiastic about delivering value through teamwork, leadership and candor.

Work Experience

Account/Reconciliation Officer

CreditPRO Business Support Services Limited - Lagos, GU

July 2020 to Present

- Managed the booking of loans and other loan production processes.
- Acted as the fund inputter through internet banking.
- Maintained company's cashflow through internet banking.
- Posted transactions using Sage Accounting software.
- Carried out reconciliations of different platform balances.
- Efficiently prepared staff salary schedule(payroll) leveraging on spreadsheet packages to monitor progress and confirm payment statuses.
- Prepared investor's monthly returns.
- Processed investor's disbursement through internet banking

Secretary/Admin Officer

Timparc International Limited - Lagos, GU

March 2020 to June 2020

- Managed the daily/weekly/monthly agenda and arrange new meetings and appointments using spreadsheet packages to avoid schedule conflict.
- Prepared and disseminated timely correspondence, memos and forms facilitating the completion of regular reports.
- Developed and maintained an efficient filing system checking frequently the levels of office supplies and place appropriate orders.

Customer Service/ Marketer

Jautos Car Rental Service - Lagos, GU

January 2020 to February 2020

- Received callers providing exceptional listening skills to determine the nature of their call-in order to clearly and precisely address their inquiries in a professional manner.
- Utilized Microsoft excel software for data entry of customer service information for accuracy and quality control.
- Prepared memos, correspondence, reports and other documentation including follow-up letters to customers to ensure their questions were addressed and to assure them of support through.

Teacher, Tsangaya Model Girl's School

National Youth Service Corps - Kano State.

September 2018 to October 2019

- Enlightened and educated primary school students on Social Studies using modern teaching methods.
- Prepared reports to help the school, parents and other stakeholders drive actionable insights from feedback gleaned from student's performances and conduct allowing for an ease of assessment.

Tea Girl

Guarantee Trust Bank - Allen, TX
February 2013 to September 2014

- Provided prompt delivery of beverages and hospitality to staff and high-profile customers.
- National Youth Service Corps (NYSC) – Secretary, National Drug Law Enforcement Agency
CDS (Community Development Service), Kano State. September 2018– October 2019
- Actively engaged in community service projects, as well as helping organize outreaches helping educate the public on the laws governing drug administration and how they affect socio-economic choices.
 - Assisted in the coordinating and supervisory roles of the executive board, ensuring effectiveness of all other secretaries and maintaining the cohesion and inter-relationship of the various sub-structures.
 - Handled the dissemination of information through social media.

Teacher

Christ Foundation Gospel Church Sunday School - Ibafo, Ogun State.
January 2012 to December 2012

- Educate and teach Sunday school students on bible lessons employing the use of practical examples to help young students visualise the concepts.
- Initiated group exercises to boost student's engagement and learning.
- Prepared reports to help the school, parents and other stakeholders drive actionable insights from feedback gleaned from student's performances and conduct allowing for an ease of assessment.

Education

B.Ed. in Primary Education Studies

University of Ilorin, Ilorin, Kwara State
2014 to 2018

School Certificate

Summit International Secondary, Lagos State
2012

Skills

- Soft Skills
- Critical Thinking | Public Speaking | Leadership | Discipline Business and Technical Skills
- Administrative Management | Strategic Planning | Intermediate Proficiency in Microsoft Office
- Strategic Planning
- Microsoft Office Packages