

SHOTONADE, Abola Oluwatoyin

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Multiple achievements in both academic and non-academic areas, with extensive knowledge and experience in customer service management and supervisory roles within various key projects and organizations.

CERTIFICATIONS

- **ISACA – Certified Information System Auditor (CISA)**
 - **Oracle Certified Professional (OCP)**
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EDUCATION

Obafemi Awolowo University, Nigeria
Executive Master of Business Administration

May 2013

Babcock University, Nigeria
Bachelor of Science, Microbiology

June 2007
Second Class Upper

EXPERIENCE

Archplus Design Group, Lagos, Nigeria

October 2014 - Present

Control & Compliance Officer

- Ensured compliance of organization with regulatory controls.
- Reviewed audit reports to ensure industry standards were met.
- Met with stakeholders regularly to discuss compliance issues.

Access Bank PLC, Lagos, Nigeria

March 2009 – October 2014

Assistant Branch Manager

- Supervised and coordinated branch activities including interbank cash movements, check clearing procedures, customer relations and referrals.
- Managed daily operational activities such as transaction authorization, crowd/queue control, ATM reconciliations, marketing and sales activities.
- Ensured adherence to bank policies and procedures
- Provided leadership, training and support to the branch staff.

Federal Medical Center, Bayelsa, Nigeria

November 2007 – September 2008

Youth Corps Member

- Effectively managed medical records and statistical information for the medical center.
 - Played active role in team that migrated paper record system to computer based information system. This was a project from the ministry of health to transform it to a paperless medical center
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COMPETENCIES & SKILLS

- **Communication, Organization & Emotional Intelligence:** Proficient in oral and written English. Highly organized with keen attention to detail. Self-driven and ability to work with minimal or no supervision. Developed networking skills.
 - **Computer Skills:** Microsoft Office Suite, Oracle database administration, Adobe suite
 - **Key Strengths:** Responsible and productive worker with solid work ethic who exerts optimal effort in completing tasks. Experienced working in a fast-paced work environment while delivering excellent service to customers.
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LEADERSHIP ROLES

- Treasurer (Editorial Board) for Youth Service Corps, Bayelsa State
- Treasurer (Bioscience Students Association), Babcock University

February 2008 – August 2008

June 2005 – June 2006