

# TITILAYO KWEVI

52, Ijikoyejo Street, Pako Aguda, Surulere, Lagos.  
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## PROFESSIONAL SUMMARY

Multi-talented, versatile and result oriented, with the drive and enthusiasm needed for a highly competitive industry, which offers a professional working environment, where my analytical and communication skills can be utilized in achieving the corporation's goals, while ushering me a platform to grow.

## SKILLS SET

- Good team player.
- Effective communication and organization skills.
- Proficient use of MS Office.
- Excellent problem solving and analytical skills.
- Ability to prioritize task and work under minimum supervision.

## WORK EXPERIENCE

**ACCESS BANK PLC –Victoria Island, Lagos.**

**October 2019 – Current**

**Transaction Officer**

- Provided account services to customers by receiving deposits, cashing cheques, and withdrawals.
- Checked amount details and fraud markers for transaction papers such as checks and money orders.
- Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.
- Sold and cross-sold bank products to new and existing customers.
- Accessed computerized financial information to answer questions related to specific accounts.
- Upheld strict financial controls by keeping funds secure and accurately transferring monies.

**HQ PATTERN ACADEMY -Yaba, Lagos.**

**July - Sept 2019**

**Personal Assistant/Fashion Intern**

- Provided administrative support and pitched in to help with special projects whenever needed.
- Drove brand awareness by organizing display setups and assisted in merchandizing.
- Drafted multiple patterns and designed up to 3 unique pieces per week.
- Sketched fresh and artistic designs for consideration.

**ITESIWAJU BAPTIST COLLEGE – Ogbomosho ,Oyo.**

**Sept 2018 - Jun 2019**

**Teacher - National Youth Service Corps**

- Prepared lesson plans according to assessment of student's needs and learning abilities.
- Reviewed curriculum and devised alternate approaches to present lessons and improve understanding.
- Boosted students grasp by organizing weekly tutorial sessions.
- Enhanced learning abilities with assignments, tests, quiz and presentation.

**INDEPENDENT NATIONAL ELECTORAL COMMISSION – Oyo.**

**Feb - Mar 2019**

**Adhoc Staff -Presiding Officer**

- Distributed the materials and filled the necessary forms needed for the commencement of the election.
- Oversaw the execution of the election through team work.
- Verified accuracy of votes before declaring the winner in the assigned polling unit.

**LAGOS UNIVERSITY TEACHING HOSPITAL- Mushin, Lagos.**

**Aug 2016- Jan 2017**

**Medical Laboratory Intern**

- Cleaned ,Sterilized and set up laboratory equipments.
- Collected samples from the laboratory to carry out antioxidant test on vital organs of animals.
- Analyzed the tests results to ensure conformity to specifications, using special electrical devices.
- Recorded, reported and posted test results using excel.

**RICHY GOLD PHARMACEUTICALS- Ijeshatedo, Lagos.**

**Sept 2011-Mar 2012**

**Pharmaceutical Industry Worker**

- Maintained outstanding punctuality and attendance record.
- Assisted in daily counting, packaging and sealing of drugs.
- Multitasked and completed assigned weekly targets.

**EDUCATION Olabisi Onabanjo University -2017**

Bachelor of Science (B.Sc) in Biochemistry.

**INTERESTS**

Reading and Research, Dance and Music, Games, travelling.

**REFERENCES**

Available on request.