

# SOPHIA TABELLE

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## Professional Summary

Administrative/Data Entry Specialist with 3+ years' experience across banking and education. Consistently 99%+ accuracy, 40 WPM typing, and advanced Excel/Word skills. Proven in meeting same-day SLAs, reconciling transactions, and maintaining audit-ready, privacy-compliant records (PII handling).

## Core Skills

Data Entry & Validation · Record Maintenance · Excel (tables, validation, lookups, PivotTables) · Word (templates, mail merge) · Google Sheets · Time Management · Attention to Detail · Confidential PII Handling · OCR/PDF · Reconciliations (GL/Suspense) · SLA/TAT Tracking · FLEXCUBE

## Work Experience

### Data Entry Specialist — Polaris Bank, Port Harcourt *Jan 2023 – Jul 2025*

- Processed 60–90 KYC/account-opening packs per day in FLEXCUBE at 99.8% accuracy; sustained same-day SLA and cleared exceptions T+1.
- Posted and reconciled 1,500+ transactions per month (deposits, withdrawals, standing orders, fees).
- Supported GL/suspense reconciliations, ATM/POS settlement logs, and chargeback documentation; maintained clean audit trails.

### Administrative Data Entry Specialist — Rutero Model School, Delta State *Sep 2020 – Nov 2022*

- Entered and validated 1,000+ student records with 99%+ accuracy; met same-day turnaround targets.
- Maintained student profiles and progress trackers in Excel & Google Sheets (tables, validation, basic lookups).
- Cleaned legacy data (standardized dates/phone formats, deduplicated records) to improve report reliability.

## Education

### B.Sc. Accounting (Honours) — Landmark University *2015 – 2019*

## Additional

Typing: 40 WPM (high accuracy) · Tools: Excel, Word, Google Sheets, FLEXCUBE, OCR/PDF editors, SharePoint/OneDrive