

AWE, Opeyemi Comfort

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OBJECTIVES

A motivated, adaptable and responsible Accounting graduate seeking for job in your organisation to utilize the professional and technical skills developed through past work experience, having methodical, customer-focused approach to work and a strong drive to see things through a completion.

WORK EXPERIENCE

Famous New day college, Ipetu Ijesa, Osun State (2017)

Class Teacher/Student Account Manager

- Regularly corresponded with parents and the institution on student's performance and general wellbeing.
- Worked closely with the management by preparing quarterly and monthly report on student's account.
- Initiated a moderate class discussion.
- Weekly assessed students

Synergy Consultancy Limited (2018)

Job Title: Office Receptionist

- Maintained safe and clean reception area by complying with procedures, rules and regulations
- Meeting and greeting clients in person or on the phone
- Answered and forwarded phone calls
- Contributed to team effort by accomplishing related results

Smart Synede Limited, Oshogbo, Osun State(2019)

Job Title: Account Officer (Volunteer)

- Handled account payable and receivable

- Maintained records of business costs, such as labour and material
- Checked invoices for accuracies
- Contacted clients about invoices that are past due
- Handled general account queries

Acres Bank Plc (Nov 2019- till date)

Job Title: Direct Sales Agent

- Assisted management in identifying viable marketing
- Sold financial services to businesses and individuals.
- Documented and maintained all records of sales activities and provided updates as per requirements.
- Met and exceeded monthly, weekly, monthly and yearly sales quotas
- Ensured optimal utilization of all sales tools and resources.
- Attended trade shows and other industry-related events.

EDUCATION

B.Sc. (Ed) Accounting (Second Class Upper Division)2018

Ekiti State University, Ado Ekiti, Ekiti State

West African Senior Secondary Certificate2011

Sacred Heart Catholic Secondary School Ipetu -Ijesa, Osun State

First School Leaving Certificate2005

Sacred Heart Catholic Nursery and Primary School, Ipetu – Ijesa, Osun State

PROFESSIONAL QUALIFICATIONS (with dates)

Proficiency Certificate In Management (2019)

Nigeria Institute of Management (Chartered)

Associate Membership Certificate (2019)

Chartered Institute of Customer Relationship Management (CICRM)

Chartered Post Graduate Diploma Certificate (2019)

Chartered Institute Of Customer Relationship Management (CICRM)

SKILLS

Proficient in the use of Microsoft word, PowerPoint and Excel

Excellent networking skills

Effective communication skills

Exceptional customer service skills

Sound consultative selling skills

HOBBIES

- Learning of new skills
- Meeting people
- Research and development
- Travelling
- Teaching

REFEREES

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