

LATEEF SHUAIB BABATUNDE

Eleyele Ibadan, Oyo State.

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CAREER OBJECTIVES

To work in an organization where growth versatility and optimum performance is the watch-word. To develop a professional career with structured and dynamic organization honesty, integrity, excellent and hard work is highly esteemed.

Highly motivated individual with interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. Also have the capacity to organize research, interact, maintain policy and flexibility for the growth and success of the organization..

QUALIFICATION AND SCHOOL ATTENDED WITH DATES

The Polytechnic Ibadan, Ibadan, Oyo State.

Higher National Diploma In Banking and Finance

2016-2018

The Polytechnic Ibadan, Ibadan, Oyo State.

National Diploma in Banking and Finance

2012-2015

Army Day Secondary School, Abeokuta, Ogun State.

Senior Secondary Certificate Examination (SSCE)

2003-2010

Ideal Nursery and Primary School, Abeokuta, Ogun State.

First School Leaving Certificate (FSLC)

1996-2002

WORKING EXPERIENCE

SEAP Microfinance Bank

(Jun 2021-Til date)

Job Description: Finance Officer

Responsibilities: Reconciliation of e-settlement accounts,

- Reconciliation of bank statements, General ledger reconciliation
- Tax Administration
- Account payable (Withholding Tax, NSITF, Pension, PAYE and VAT), Account receivable (Withholding Tax Receivable),
- Fixed Income Investment Management (Fixed deposit and Treasury bill)
- Asset Management (Asset Indexing and disposal)
- System audit/posting of reconciliation journals, Preparation of vouchers, General office administration.

National Youth Service Corps (NYSC)

2019-2020

Job Description: Anambra State Health Insurance Agency (ASHIA)

Duties:

- Responsibilities: Collation of enrollees detail
- Enrolling people into the scheme
- Sensitization the public

Lannet Academy Programme (NGO)

2019

Job Description: Teacher

Duties:

Responsibilities: Taught the use of computer system to students

- Innovating students on the importance of curricular activities
- Adapts teaching methods and instructional materials to meet students varying needs and interests.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.

Guaranty Trust Bank of Nigeria (GTBANK) Ibadan, Oyo State.

2015-2016

Job Description: Customer Care Representative

Duties:

- Account opening
- Online inspection of safety and working conditions of customers accounts
- Daily record of customers day-in/day-out activities
- Building relationship with clients based on trust and respect.

SKILLS AND ABILITY

- ❖ Proficient in computer
- ❖ Ability to work under pressure and cope under heavy workload to meet deadlines.
- ❖ Good interpersonal relationship with customers
- ❖ Excellent oral and written communication skills.
- ❖ Ability to work effectively in a team with less supervision and own initiative.
- ❖ Good interpersonal skill.

HOBBIES

Reading, Positive interaction, Gaming.

REFERENCES

AVAILABLE ON REQUEST