


MAMUKUYOMI OMOTOLA OLAITAN

 No 4 Road 7 igun layout lodi bus stop along Akala express new garage ibadan.

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 omotolaolaitan@yahoo.com

 11th March 1987.

Status: Male, Single

PROFILE

A skillful individual with excellent numerical and analytical skills and attentive to details with much desire for challenges and opportunity to achieve organization goals in motivating environment. A team work oriented individual to achieve a common goal, problem-solver, decision making qualities, proficient at result and proposition presentation.

A graduate of Estate Management with understanding of emerging technologies and their commercial applications, network analyst and system requirement administrator, proficient user of computer applications and programs. A professional banker, committed in delivery exceptional service delivery in any field of engagement, Financials analyst, business development, wealth creation, credit management and private banking.

EDUCATION

<ul style="list-style-type: none">Ladoke Akintola University of Technology <i>Master Bachelor of Art (Business Management)</i>	Ogbomoso, oyo state <i>(in view)</i>
<ul style="list-style-type: none">Ladoke Akintola University of Technology <i>Post Graduate Diploma (Business Management)</i>	Ogbomoso, Oyo State 2016-2017
<ul style="list-style-type: none">Moshood Abiola Polythenic Abeokuta, Ogun state Higher National Diploma(HND) Estate Management	2010-2012
<ul style="list-style-type: none">Moshood Abiola Polythenic Abeokuta, Ogun state Ordinary National Diploma(OND) Estate Management	2005-2007
<ul style="list-style-type: none">Eyinni High School Ibadan, Oyo State <i>High School Leaving Certificate</i>	1997-2003
<ul style="list-style-type: none">Greater Tomorrow Nursery/Primary School <i>First School Leaving Certificate</i>	Ibadan, Oyo State 1994-1997

EXPERIENCE

Mainbridge Offshore West Africa (August 2019 till date)

Designation: Finance and Administrative Officer .

- Keep financial records and perform financial procedures (e.g., receipts, payments requests, petty cash).
- Assist the organization and management of internal and external audits.
- Ensure expenses are authorized and processed in accordance with agreed procedures for both Safer world and donors.

- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Maintain accounting records, ensuring they are complete, accurate, well archived and safeguarded.
- Ensure agreed reporting dates are maintained according to Safer world's policies.
- Assist in managing partners' finance reporting ensuring compliance with Safer world and donor regulations.

Heritage Bank Plc.

(November 2014-July 2019)

Designation: Experience Centre Associate

- Risk assets creation, credit appraisal, business development.
- Generating new business as well as maintaining existing ones.
- Communicate to customers on any bank policy and practice.
- Management of private banking relationship of high net worth individuals in the private and public sector.
- Executing marketing plans that constantly increases the branch liabilities and assets portfolio.
- Provided accurate answers and solutions to customer concerns, inquiries and complaints.
- Documented and communicated all claim activity in a timely and effective manner, while supporting the outcome of claim files.

Stanbic Ibt Bank Plc.

(August 2013-october 2014)

Designation: Fund Transfer Officer, Transaction Officer(Teller)

- Managing central cash department and ensure control of the bank's vault, adhering strictly with laid down policies.
- Ensuring accurate and timely processing and reconciliation of all general ledger accounts.
- Evaluating cash and bank levels to ensure they meet short and long term operating needs.
- Transferring funds for customers instructions
- Collaborating with heads of other units to develop best practices for successful banking operations
- Delegating tasks to members of the operations team.
- Verified data integrity and accuracy

Omega College shao kwara State (NYSC)

(2012-2013)

Designation: Lecturing, System and Database Administrator,

Achievement: Design and implementation of maiden computer based exams in the institution and the most innovative corps member of the school.

Toyin Aluko and co Estate Surveyor and Valuers

(2011-2012)

Designation: Estate Surveyor and valuer

Achievement: Property Valuation, Letting and sales, processing of c of o

Achievement: Award of excellence as the most outstanding intern.

Jide Taiwo and co, Estate Surveyor and Valuers (siwes)

2006

Designation; Estate surveyor

PROFESSIONAL MEMBERSHIP

- Graduate Member, Nigeria Institute of Estate Surveyors **2012**

RESEARCH AND COURSES

- Contribution of Real Estate Profession to The Nigerian Economy
- The Examination Problems and prospect of Estate Profession in Nigeria (Undergraduate final year project)

PIPELINE ACTIVITIES

- M.Sc. Computer and Electrical Engineering.
- Certification in Project Management.
- Associate, Institute of Chartered Accountant of Nigeria (ICAN) (in view)
- Member, Chartered Institute of Bankers of Nigeria (CIBN) (in view)

EXTRA CURRICULUM ACTIVITIES AND PERSONAL RECORDS

President: Junior Chambers International (Jci)

Moshood Abiola Polythenic chapter (Mapoly) **2011**

Member: Achievers Club International (Estate Management Department)

Moshood Abiola Polythenic Abeokuta **2011**

Vice Chairman: Estate Management Electoral Committee

Moshood Abiola Polythenic **2010**

TRAINING AND AWARDS

- **Customer Experience Master class, Training by Star Sapphire Associates, 2014**
- **Global Economic Meltdown and the Nigerian Economy: Issues, Challenges and Way forward, a Training organized by the Institute of Estate surveyor and valuers Nigeria, 2011,**
- **Customer Service Excellence, Training facilitated by Workforce outsourcing 2014**
- **Comprehensive Entrepreneur in the 21st century, Training organize by junior chamber international(JCI)2011**
- **3 days' Workshop on Making of young Active Citizens, Training organize by junior chamber international(JCI)2010**

HOBBIES

- Relationship Management
- Travelling
- Reading and writing
- Sports
- Photography

REFEREES

Referees are available on Request

