**SULE, TEYINO ISRAEL** Plot 9, Ndane Crescent, Off Accra Street,

 Wuse Zone 5,Abuja.

 Tel: 080-23760033, 080-3698556

 E-mail: teyisule@yahoo.com

**PERSONAL DATA**:

Date of Birth: April 18, 1982

Sex: Male

Marital Status Married

Nationality: Nigerian

To pursue a professional career in a dynamic, challenging environment which provides for individual development, relevant skills acquisition and realization of individual potentials by channeling my energy and personality profile to those areas required by my employer.

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**SCHOOLS ATTENDED**

Ahmadu Bello University, Zaria, Kaduna State. 2021 Masters in International Affairs and Diplomacy (In view).

Ahmadu Bello University Zaria, Kaduna State. 2002-2006 B.Sc. Sociology (Second Class Lower)

College of Advanced & Professional Studies 2001-2002 IJMB/A’ Level

Makurdi, Benue State.

St. Kizito Seminary, Idah, Kogi State. 1994 -2000 SSCE

Central Primary School, Ogugu, Kogi State. 1988-1994 First Sch. Leaving Cert.

**PROFESSIONAL TRAININGS & SEMINARS ATTENDED**

Critical Thinking and Creative Problem-Solving Lagos, Nigeria

Operational Risks in Banks Lagos, Nigeria

Improved Customer Service Delivery Lagos, Nigeria

Anti-money Laundering and Compliance Lagos, Nigeria

Operational Excellence Lagos, Nigeria.

**CERTIFICATION**

Certified International Trade Logistics Specialist (CITLS), Logistics and Supply Chain Management.

Dunlap-Stone University, Glendale, Arizona, USA International Institute of Export and Import IIEI.

**PROFESSIONAL EXPERIENCE**

**Stanbic IBTC Bank Plc. 2019-Date**

**Acting Head of Operations**

* Establish and review key operational risk indicators/key control standards and formulate action plans to minimize the bank’s exposure to fraud and losses.
* Manage the bank’s operational risk exposure by supporting the business to identify areas of operational risk exposure and by developing and implementing corrective actions.
* Responsible for re-engineering business processes to improve customer service, cost effectiveness and controls.
* Ensure compliance with regulatory requirements relating to banking operations.
* Lead and manage subordinates, provide guidance and coaching where required and ensuring that staff members maintain courteous attitude towards customers and that behavior and image is professionally attained. Identify and address staff training/development needs, conduct regular staff performance discussions, interim and annual appraisals.
* Monitor revenue and expenditure and ensure that controllable costs are within budget. Release/authorize inter-account transfers.
* Experience in general ledger reconciliation.
* Responsible for supervising the ATM and Assets Custodians and ensuring accurate and proper reconciliation of the ATM Terminals.
* Engage with partner banks in cash swap.
* Ensure that foreign cash held is within the set limit.
* Hold in joint custody keys to vault cash compartments.
* Ensure all remittances for customers and regulatory agencies are handled within the agreed time-frame.
* Contribute to the safeguarding of corporate assets and the interest of members by ensuring that appropriate internal controls are in place and operating effectively.
* Engage with CBN for cash withdrawals and deposits.

**Stanbic IBTC Bank Plc. 2016-2019**

**Assets Custodian**

* Ensure availability of treasury cash.
* Work within set policy, procedures, system parameters and internal controls.
* Processing of on us account to account payments.
* Ensure the correct and accurate security procedures are adhered to when cash is moved to agencies and delivered to/collected from Cash Management Unit.
* Review of bulk payment instructions to detect errors and anomalies.
* Control treasury cash, blank forms, safe custody items and duplicate keys.
* Ensure the availability of a fully functional cash service to tellers including the custody and balancing of vault cash, processing of vault deposits, withdrawal and handling of related reports.
* Cost Management
* Maintain a high level of integrity and ethical standards.
* Effectively manage cash to ensure vault approved limits are not exceeded.
* Ensure that sufficient cash levels are maintained to meet customer requirements.
* Ensure that all ATM terminals are maintained and kept in good conditions.
* Plan and execute regular maintenance requirements for ATM terminals and deal with day-to-day unexpected interruptions to service in order to maximize productivity.
* Plan and coordinate delivery and collection of cash to and from the Central Bank.
* Ensure accurate and timely processing and reconciliation of General ledger accounts
* Handling the administrative functions of the branch.

**Juvenile Star Reliance Limited** **2012 -** 2016

**Operations & Logistics Specialist**

* Strategic sourcing and successful negotiation of business deals with offshore clients.
* Identify needs and determine financial effectiveness and operational efficiency.
* Consistently meeting established goals relative to on-time delivery and shipping accuracy performance for clients’ products.
* Communicate with personnel and outside organizations to coordinate activities, resolve issues and exchange information.
* Ensure adequate logistics preparedness through contingency planning and continuous logistics preparedness review.
* Procuring of products and key liaison with foreign partners.
* Perform account reconciliation and sorting of product to meet standard and requirements.
* Liaising with shipping companies to ensure timely shipment of our product.
* Drive cost efficiency and savings through innovative approach to the procurement and logistics need of the business.
* Ensure up-to-date and complete procurement files for vendors.
* Responsible for generating business weekly status report.
* Fleet Management
* Supervise and evaluate the performance of assigned personnel.

**Ecobank Nigeria Plc. 2008 -**2012

**Customer Service Officer**

* Successfully handled bank enquiries from customers and processed funds transfers.
* Updated customers’ data and maintained record of customer accounts.
* Responsible for creating of customers on internet banking platform.
* Custodian of customers’ uncollected cheque books and debit cards.
* Cross selling of the bank’s products and services
* Responsible for the requisition and issuing of debit and credit cards to customers.
* Handled references, status enquiry reports and company search.
* Custodian of customers’ mandates and files.
* Successfully handled external audit inquiries.
* Handled and resolved customers’ ATM debits without cash dispense issues.
* Professionally responded to customers enquires.
* Did opening and reactivating of customers’ account.
* Skillfully handled other bank enquiries/complaints from customers.
* Processed International funds transfers.
* Processed returned cheques.

**Ecobank Nigeria Plc (NYSC) 2007** - 2008

**Marketing/Customer Service Officer**

* Cross selling of the Bank’s products and relationship management.
* Worked effectively with individuals of different cultures and gender.
* Educated customers on how to fill out forms and how to use banking services.
* Account Opening (Current and Savings).
* Monitoring, collection and lodgment of cheques into clients’ account.
* Attended to clients efficiently and gave useful advice as regards their financial plans.

 **REFEREES:**

Chukwudi Egbe (Mr.)

Key Account Manager-West Africa

Tarsus Emerging Markets

24b Amodu Tijani Close

Off Sanusi Fafunwa

Victoria Island.

Tel: +234 8033639337

Obera Joseph Harry (Mr.)

The Shell Petroleum Development

Company of Nigeria.

Shell Industrial Area, Rumuobiakani

Port Harcourt.

Tel: +234 8032472702

Enema Samson (Mr.)

Managing Director

Rapidlink Group,

33B, Gabby Adeosun Street,

Lekki Phase 1, Lagos.

Tel: +234 8028446483