**ANIMASHAUN DAMILOLA SAHEEDAT**

**24, Olulu Street Makoko, Yaba, Lagos.**

**Tel: (+234) 813 2491 923**

**Email: darmiey15@gmail.com**

**CAREER OBJECTIVE**

Accounting professional eager to apply recently completed degree towards launching a successful career with an organization that will capitalize on excellence leadership, and IT talents while offering opportunities for ongoing professional growth in exchange for a solid work ethic, integrity, and commitment to superior performance.

**EDUCATION**

2010 – 2014; **Al-Hikmah University – Ilorin, Kwara-State**

B.Sc. Accounting, 2014 (**Second-Class Upper Division**)

**WORKING EXPERIENCE**

**May 2018 – Till Date; Direct Sales Executive -Sterling Bank Plc**

* Identifies business opportunities by identifying prospects and profiling customers based on customer’s engagement
* Evaluating prospects’ position in the industry, researching and analyzing point of sales applicable to the individual
* Selling of bank products and guiding customers in filling account opening packages appropriately
* Meeting up with monthly targets
* Ensuring customers are satisfied with the bank’s operations by establishing professional relationship with them and managing their emotions and request
* Administrating loans to existing and new customers, profiling loan customers on the bank platform and sending for their credit report to ascertain eligibility
* Monitoring of cabal and managing customers’ accounts
* Carrying out detailed address verification on all new customers and maintaining a cordial relationship with them
* Attending seminars, trade exhibitions, and meetings in relation to the job function and professional growth

**Sep 2015 – April 2017; Office Administrator - Enyat Nigeria Limited.**

* Filing of clientele vouchers.
* Keeping schedules of CEO’s meetings and detailed documentation of staff job function within and outside the city.
* Disbursement of cash and proper documentation of accounting records.
* Entrusted with preparing bank reconciliation statements.
* Proper documentation of payment records, stores requisitions, billing documents and general logistics management.
* Preparation of accounting records.

**June 2014 – July 2015; Account Assistant - Board 4 Communication.**

* Preparation and maintenance of accounting records.
* Preparation of bank reconciliation statements and cash disbursement
* Organisation and Filing of clientele invoices.
* Proper documentation of payment records, stores requisitions, billing documents and general logistics management.
* Organizing meetings and keeping proper schedule of meetings.

**July 2012 – October 2012; Intern - Nigeria Air force**.

* Filing of Air officer’s payment vouchers
* Entrusted with preparing bank reconciliation statements
* Proper documentation of Air officers’ payment records, stores requisitions, billing documents and general logistics management
* Decoding of signals and its documentation
* Demonstrated strong organizational skills in maintaining inventory and membership records

**NYSC EXPERIENCE**

**2014 – 2015; High School Tutor**,Community Comprehensive Secondary School – Apani, Ikwere Local Government, Rivers-State.

Specialization

* Principles of financial Accounting

**PERSONAL INFORMATION**

**Marital Status:** Single

**Nationality:** Nigerian

**Date of Birth:** December 15 1992

**Marital Status:** Single

**Sex**: Female

**Religion:** Islam

**SKILLS/ ATTRIBUTES:**

* Excellent Computer skills (Word, Excel, Access, Powerpoint, Publisher)
* Knowledge of basic Accounting Software/Applications (Sage Pastel 50 Advisor, Quickbooks Premium)
* Excellent communication skills
* Good organizational skills
* Good problem solving and analytical skills
* Excellent leadership skills and result oriented
* Good team player and fast adaptation and learning skills
* Good human management skills and an impeccable honest personality

**REFEREE:**

**Available on request**