# **ABDUL FUNMILOLA MODINAT**

22, Philip Majekodunmi Estate, Amisan Street, By New Oko-Oba, Abule-Egba, Lagos State. Cell: +234 8035409514 **E-mail:**funmilolamodinat@gmail.com

**OBJECTIVE:** With appreciable leadership abilities and experience, I am a consummate Professional with a flair for meeting set targets. I have a robust set of skills which allow me adapt to different roles. I also possess excellent communication skills as well as inter-personal Relationship skills.

#### **PERSONAL DATA:**

Date of Birth:	15th September, 1992
Gender:	Female
Marital Status:	Single
State of Origin:	Ogun State
Local Govt. Area:	Sagamu, L.G.A
Nationality:	Nigerian

#### **INSTITUTION ATTENDED WITH DATES:**

Olabisi Onabanjo University	2011 - 2015
Model College Sagamu	2009
• Aunty Bose Nursery & Primary School	1997 – 2002

#### **QUALIFICATION OBTAINED WITH DATES:**

•	National Youth Service Corps	2017
•	Olabisi Onabanjo University(B.Sc Secretarial Administration)	2015
•	National Examination Council (NECO)	2009
•	First School Leaving Certificate	2002

#### **PROFILE:**

- Team-work
- Pleasant & friendly disposition
- Effective and adequate knowledge of the social (and new) media
- Ability to learn very fast
- Good time management skills
- Effective and efficient telephone, written and electronic communication skills
- Strong knowledge of general office procedures and its conducts
- Ability to adapt to any work environment.
- Result oriented individual with great interpersonal and excellent communication skills.
- Ability to work individually with little or no supervision or collectively in productive and
- Supportive manner to achieve a common goal or objective.

#### **WORK EXPERIENCES:**

#### ACCESS BANK (SL):

• E-Business. Access Bank (SL) ltd 30 Siaka Steven Street, Freetown, Sierra – Leone.

# • JOB DESCRIPTIONS

- \* Creation of cards/ATM
- \* Batch posting both Ria, western union and Moneygram
- \* Settlement of GL
- \* Liquidate all transactions
- \* Link customers account to Orange and Africell number
- \* Spool all agent transactions
- \* Change Atm/Visa cards pin

## • Teller/Cashier.

Cashier.

March 3rd 2020 - June 2020

Access bank(SL)ltd 30 Siaka Steven Street, Freetown, Sierra – Leone.

## • JOB DESCRIPTIONS

- \* Process all daily transactions (receiving and paying)
- \* Preparing excess cash on daily basis and send it for approval
- \* Adhering to all bank security, audit, and compliance requirements
- \* Coordinate other activities to ensure due diligence
- \* Activate fund transfers

## June 2020 – September, 2022

- \* Manage customer inquiries and complaints
- \* Record all transactions in compliance with bank procedures
- \* Contribute to team effort by accomplishing related results as needed
- \* Serves customers by completing account transactions

\* Maintain customer confidence and protect bank operations by keeping Information confidential

## • NYSC NYSC (2016 BATCH "B") 2016 - 2017

Served in Ogbomosho North, LGA, Ogbomosho, and Oyo State.

Anglican High School Ogbomosho North, Oyo State.

As Business Studies teacher (J.S.S 1)

## • OOU SCHOOL MAIN LIBRARY (ASST. LIBRARY SECRETARY) 2014

INDUSTRIAL ATTACHMENT Register and dispatching of letters and recording of new documents

# • OOU INTERNATIONAL HIGH SCHOOL, AGO IWOYE OGUN STATE.

## **HOBBIES:**

- Reading
- Music
- Dancing
- Traveling

# **REFEREES:**

Available on Request