

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.** **June 2020 – September, 2022**
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.** **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

