

Saheed Dolapo Agboola

17, Oke Street, Ammadiyyah, Ijaiye, Lagos.

Mobile: +234 9066637578.

Email: agbooladolapo414@gmail.com

Date of Birth: 21/07/1992

PROFESSIONAL PROFILE

I'm a self-driven individual, passionate about my career and adapts seamlessly to organization structure. A well dedicated and industrious person, possess strong analytical, communication and problem solving skills, with the ability to make well thought out decision. Render outstanding services in planning, reporting and preparing the financial document of an organization. Solid organization skills, able to effectively manage multiple responsibilities requiring extreme attention.

CORE COMPETENCIES

- IT Service Management
- Customer Relationship Management
- Customer Satisfaction
- Service Delivery
- Excel Accounting Application
- Corel Draw Application Package
- Service Desk
- MS office Applications

WORKING EXPERIENCES

Transaction Officer

Access Bank plc

July 2019 – January 2020

Key Responsibilities:

- Ensure that customer's instructions are duly effected by applying all standard checks and controls, coordinating with other department including head office operations and compliance.
- Ensure proper documentation and update of all documents, keep ticket for all transactions and support branch sales and service team.
- Attention to details – Verification of customer details, verify the identity of customers, receiving or handling money to clients and focus on the task at hand to avoid costly mistakes.
- Quick on the draw – Processing customer transaction as quick and accurate as possible.
- Open and maintain accounts in accordance with the establish procedures, apply regulatory requirements such as KYC, Money laundering Prevention procedures at all times.
- Proactively develop client relationships, provide solutions to client needs and give high priority to client satisfaction.

Land surveying

Teamlnd Surveyors & Co, General Bus-Stop , Lagos

July 2018 – June 2019

Key Responsibilities:

- Conduct record and management activities and perform historical and legal land ownership research.
- Develop and inspect land surveying project contract.
- Identify land ownership and property boundaries.
- Plan and design survey.

Economics Teacher

Comrade Academy, Agbado, Ogun State

January 2018– July 2018

Key Responsibilities:

- Taught courses in Economics and commerce, such as Fundamental economics, Demand and supply, International Economics (Balance of trade), Micro-economics (Competition and market structure).
- Evaluated and graded students' class work, assignments, and papers.
- Compiled, administered, and graded examinations, or assigned this work to others.
- Maintained student attendance records, grades, and other required records.
- safeguards for their protection.

EDUCATION

- **(B.TECH), URBAN AND REGIONAL PLANNING**
Ladoke Akintola University of Technology, Ogbomoso 2010 - 2015
- **Senior Secondary School Certificate (NECO)**
Christ High School, Oyo State 2002-2008
- **First School Leaving Certificate**
Universal Prestige Nursery and Primary School, Oyo State 1995 - 2002

OTHER CERTIFICATION

- **Chattered Institute Of Bankers Nigeria (CIBN)**
Professional conducts and ethics certification 2019
- **Independent National Electoral Comossion (INEC)**
Osun West Senatorial District Bye Election Certificate 2017

SKILLS AND ABILITIES

- Ability to organize clerical work, administration, and control systems, perform a variety of detailed functions and meet established deadlines and excellent customer service skills.
- **Computer:** Microsoft Office Suite applications, Sage50 and QuickBooks.
- Quick learner with good grasping ability, Action-oriented and result-focused.
- Excellent oral & written communication skills.
- Ability to listen attentively, communicate persuasively and follow through diligently.
- Languages: English (Native).
- Good work organization, time management skills and ability to work under pressure.
- Ability to work quickly, methodically and accurately.
- Sound interpersonal skills.

Interests include:	Researching, traveling, teaching, reading, writing, playing football and listening to music.
---------------------------	--

REFERENCES

Available on request