EME.209315@2freemail.com

**OBJECTIVE:**

Favors a job with positive challenges combined with efficient and effective work-force, and to establish my self professionally by developing a rare set of specialized skills through high degree of commitment and hard work.

**PERSONAL ATTRIBUTE:**

* Effective inter-personal communication skill
* Very energetic and ability to work in a group context
* A good listener, I take instructions and corrections very seriously
* Very good in relating positively with people
* Ability to work with little or no supervision
* Very reliable and honest.

**BIO DATA:**

Date of birth 27th July, 1983

Sex Male

Marital status Married

Religion Christianity

Nationality Nigerian

State of origin Abia state

Local Govt. Area Ohafia

**STRENGTH:**

Absolute Integrity

Passionate

Team Player and Natural Leader

**WORK EXPERIENCE:**

**Guaranty Trust Bank, plc**  2008 Till 2013

**JOB FUNCTIONS:**

* Processing of salaries via BPS (Batch processing system)
* Processing of foreign and local funds transfer
* Processing of time deposit investments
* Excellent customer service
* Receiving, processing, documenting and proper filling of customers(information) data
* Receiving and processing of customers’ cheques such as local cheques including clearing cheques and foreign cheques
* Processing and issuing of local drafts
* Proper reviewing of batches on daily basis
* Receiving and properly handling of cash transactions
* Manual postings such as; operating expenses, salaries, ATM dispense error reversal, and cash postings
* Processing of Lagos state government transactions such as; Taxes & land use charges
* Processing of western union money transfer
* Processing of loans and all facility fees
* Processing of inter-bank transfers (NEFT)
* Processing of travelling allowance

**Geffrey Solicitors** 2008

**JOB FUNCTIONS:**

* Balancing of account book and handling of all bank transactions
* Auditing of all transactions
* Filling and managing all documents

**Armour-Guard security co (Seconded to Eagles bank Ltd)**  2004-2005

**JOB FUNCTIONS:**

* Monitoring movement of people and items in and out of the bank
* Regular patrolling around the bank premises.
* Recording and reporting of activities and situations
* Regular guarding of the bank.

**SCHOOLS ATTENDED:**

Abia state Polytechnic, Aba (OND) 2007

(UPPER CREDIT)

Saint Timothy’s College Yaba, Lagos (WASC) 2004

Saint Timothy’s College Yaba, Lagos (GCE) 2004

Ameke Abiriba Community School (FSLC) 1995-1996

**TRAINING ATTENDED:**

Exceptional customer services 2010 & 2012

Anti-money laundering & prevention 2012 & 2013

The Tellering process 2013

First aid at work 2013

Computer Appreciation 2009

(Conversant with MS and EXCEL)

**Armour Guard security training** 2005

**AWARDS:**

Most service focused transaction officer in ojodu branch of Guaranty trust bank, 2011

Most service focused transaction officer in Oba-Akran branch of Guaranty trust Bank, 2013

**HOBBIES:**

*Travelling, football, table tennis and reading*

**REFERENCES:**

To be provided upon request.