**CURRICULUM VITAE**

**FOLASHADE**

DUBAI, U.A.E

VISA: Visit Visa

NATIONALITY: Nigerian

LANGUAGE: English

EMAIL: folashade-394577@gulfjobseeker.com

**SUMMARY PROFILE**

* Bank teller with over 4+ years of experience maintaining cash drawer, handling customer transactions, cross-selling bank products, and keeping customers happy by providing professional, efficient service
* Customer service expert, often being tasked to deal with tricky clients both in person and over the phone
* Capable of using quicken &other forms of banking software, proficient with the Microsoft office suites, and excel.
* Won customer service of the year award in 2016 at my BOA branch

**SUMMARY SKILLS**

* Ability to type 80 WPM
* Data entry skills problem solving adaptability collaboration
* Excellent mental math ledger balancing cash handling
* Loyal and dedicated employee with an excellent work record.
* Enthusiastic, Knowledgeable, hardworking and eager to meet challenges
* Responsible, dependable and open to new ideas
* Easy adapting to new cultures and able to work in a multicultural environment
* Energetic, positive attitude
* Problem solving skills
* Multi-tasking skill
* Up-selling
* Micro-soft office proficiency
* Fluent in English

**WORK EPERIENCE 1**

**NIGERIA 2015/2017**

***Cashier***

* Greet customers when entering or leaving the store
* Maintain clean and tidy checkout areas
* Track transactions on balance sheets and report any discrepancies
* Handling petty cash and verifying expense.
* Maintains accounting ledgers by verifying and posting account transactions.
* Balance automated tellers machine, teller cash dispensers and recyclers frequently eclipsing $125,000
* Process on average 20+ customer transactions per hour during peak period
* Handled cash transaction in excess of $20,000 a day
* Connected customers with investment bankers when requested
* Resolve customer complaints, guide them and provide relevant information
* Answer Customers questions, and provide information on procedures or policies.
* Receive payment by cash, check, credit cards, vouchers, or automatic debits.

**WORK EPERIENCE 2**

**LAGOS, NIGERIA 2017/2019**

**Cashier**

* Handle merchandise returns and exchanges
* Managing transactions with customers using cash registers
* Scanning goods and ensuring pricing is accurate
* Issue receipts, refunds, change or tickets
* Redeem stamps and coupons
* Resolve customers complaints, guide them and provide relevant information
* Manage transactions with customers using cash registers
* Collect payments whether in cash or credit
* Offer customers carry-out service at the completion of transactions.
* Compute and record totals of transactions.
* Cash checks for customers
* Issue receipts, refunds, credits, or change due to customers.
* Keeping track of all payments and expenditures, purchase orders, invoices, accounts statements.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

**ACADEMIC QUALIFICATION**

**National Open University of Nigeria (Bsc Accounting)**

**Igbajo Private Polytechnic, Igbajo (National Diploma) Accounting**