

**OLUWASEUN, AMINAT ISIAKA**  
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## **OBJECTIVE**

Accomplishing organizational goals through my quest for professional excellence and exceptional team playing ability.

## **SKILLS**

- Financial analysis and interpretation
- Business and relationship development
- Team playing with leadership, problem solving and multi-tasking skills
- Good inter-personal relationship management and self-management
- Good at using Microsoft Office packages (Word, Excel and Power Point)
- Event and project management

## **EDUCATION**

- 2008-2012    University of Ibadan, Nigeria  
                  BSc. Geography  
                  **Second class (Hons.) upper division**
- 2000-2006    Federal Government College Ogbomosho Oyo State, Nigeria  
                  **Senior Secondary School Certificate**

## **WORK EXPERIENCE**

### **Access Bank PLC (Assistant Banking Officer)**

## **RESPONSIBILITIES**

### **Business Banking Division- Relationship Officer**

January, 2016 - Present

- Managing financial transactions for Small and Medium Enterprises.
- Marketing and converting target market names while ensuring compliance to required documentations.
- Initiating credit process such as proposal preparation, loan administration, internal guidance and remedial action.
- Performing a liaison role between customers and back office service fulfilment and credit functions.
- Establishing credit facilities such as Bank Guarantee, Invoice Discounting, Overdraft, time loan, and term loan for qualified customers.
- Preparation of Facility Approval Memorandum and analyzing of financials for customers that meets the bank's RAC.
- Maintaining asset quality to avoid delinquent or impaired asset portfolio.
- Preparation of credit call memo/facility update memo for all borrowing customers.
- Working with product managers to sell solutions/products that meets customer's need.
- Reviewing Customers transaction on a daily basis as to detect any fraudulent transaction.
- Signing on of accounts alongside salary mandates.
- Creation and Execution of Letters of Credits or Bills for Collection for trade customers.
- Responsible for achieving deposit/revenue target from assigned relationship in a cost-efficient manner.

- Business/Market Development.
- Onboarding of customers on all alternative channels for ease of transactions.
- Adhering to record keeping requirements as outlined by CBN and the Nigerian Financial Intelligent Unit (NFIU)
- Maintenance of investments for different customers.
- Financial Advisory on different Investment products.
- Collection and authorization of payment mandates for all relationship under management.
- Creation of Monthly Performance Reports (MPR).

### **National Youth Service Corps (NYSC)**

March 2013- February 2014  
Ben Secondary School Otukpo, Benue State.

### **INDUSTRIAL ATTACHMENT**

Nigerian Institute of Social and Economic Research

### **RESPONSIBILITIES**

- Worked in the department of Social and governance policy research, my role as an Industrial Trainee included data capture, project analysis, use of SPSS and Microsoft Excel. It also included many other individual projects and field works.

### **PROFESSIONAL CERTIFICATION**

- Project Management Professional (PMP)
- Chattered Institute of Bankers of Nigeria (CIBN) In View

### **TRAINING/ACHIEVEMENT**

2018	AML/CFT, whistle blowing, anti-bribery and corruption training
2015	Access Bank Entry Level Training Program
2014	NIIT - Certificate in Management Information System

### **AFFILIATION**

Project Management Institute(PMI)

### **SOFTWARE KNOWLEDGE**

- Microsoft Office Word
- Microsoft PowerPoint
- Microsoft Excel
- SQL Server

### **INTEREST AND ACTIVITIES**

Socializing activities and exploring new ideas.

### **REFEREES**

Available upon request.