

## **ADEGBOYEGA, VICTORIA OLUFUNMILAYO**

**Address:** 8, Olusoji Street, Bariga, Lagos.

**Email:** v\_adegboyega@yahoo.com

**Telephone:** 08050224254

### **Summary**

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A dedicated, spirited and devoted person with comprehensive educational background. A team player and a leader committed to on-going professional development to acquire relevant and substantial skills where I can actualize my dreams and add value to the organisation.

### **Skills & Competencies**

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- Proficiency in the use of Microsoft Office tools.
- Ability to work effectively in a team.
- Self-motivated and target oriented.
- Strong work ethics and time management skills.
- Good research and writing skills

### **Work Experiences**

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Graduate Assistant | February 2020 till Date | Zenith Bank PLC

- Handling customer's financial transactions like deposits, withdrawals and transfers
- Counting cash, answering calls, filing and scanning transaction slips and paperwork, transaction call over and balancing at the end of the day
- Managing ATM deposits and reconciling ATM figures with system figures
- Promoting the bank's services, like zeca accounts and other special saving accounts

Administrative Officer | April 2019 – January 2020 | J.A. Omojolaibi | University of Lagos, Lagos state.

- Preparing Result Spreadsheets
- Researching and sourcing for economic data
- Data entry and filing important documents
- Managing office supplies

Economics Tutor | June 2018 – March 2019 | Abe Technical Secondary School | Ibadan, Oyo state.

- Teaching Economics
- Arranging and conducting the students during assemblies
- Writing lesson note and preparing result spreadsheets

### **Education**

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- University of Lagos | Economics, MSc. | in view
- University of Lagos | Economics, BSc. (Hons) | Second class upper | 2014 – 2017.
- University of Lagos | Foundation in Economics | Distinction | 2013 - 2014
- International School, University of Lagos | W.A.S.S.C.E | 2007-2013.

### **Awards and Certifications**

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- Discharge Certificate | National Youth Service Corps (NYSC) | 2019.
- Award for participation in the impartation of employability skills (soft skills) for exceptionally brilliant graduating students of the University of Lagos | Foundation for Leadership and Educational Development | 2017.

### **Membership and Association**

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- Registered Student of the Chartered Institute of Stockbrokers (CIS)

### **Bio-Data**

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- **Date of Birth:** 2<sup>nd</sup> July, 1997
- **Sex:** Female
- **Marital Status:** Single.

### **References**

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Available on request.