

ADEGBOYEGA, VICTORIA OLUFUNMILAYO  
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## 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) – Level II Candidate

### Bio-Data

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- Date of Birth: 2nd July, 1997
- Sex: Female
- Marital Status: Single.

### References

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Available on request.