

Oye Ubas Sylvanus

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Nigeria

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Email: ubas.oye@gmail.com

Date of birth: 28<sup>th</sup> May, 1988

State of Origin: Edo

Sex: Male

### **Professional profile**

A result-oriented individual enthusiastic about learning. Quick to assimilate new ideas while demonstrating a logical and analytical approach to solving complex problems and issues.

I am currently seeking a role within a progressive thinking environment that strives for organisational and personal development.

### **Key Skills / Competencies**

- Attentive to details with a high level of accuracy in analysing complex data
- Ability to write report and proposals
- Balance sheets preparation and reconciliation
- Good community mobilisation skills
- Proficient in Microsoft Word, Excel and PowerPoint computer applications
- Excellent team working skills, good organisational and social skills

### **Academic Qualification**

**2019 BSc Business Administration Nassarawa State**

2017 H.N.D Marketing Federal polytechnic Nasarawa State.

2009 N.D Marketing Federal Polytechnic Auchi, Edo State.

2005 Senior Secondary School Certificate Ojirami Mixed Secondary school

### **Career summary**

**December 2019 -Creet Dimensions Ltd - Collections of AEDC Payment. Supervisor/ Accountant.**

March 2011 - June 2019 Present Asset Custodian/ Transactional Account Officer, STANBIC IBTC Bank, Abuja, Nigeria

### **Responsibilities**

- Writing of operational and financial reports on accounts and ATMs resident in the branch.
- Retirement of branch accounts and ensuring these accounts are balanced at all times.
- Ensuring proper documentation of branch account documents and invoices according to established formats and procedures
- Ensuring that the correct security procedures are adhered to when cash is moved to agencies such as the Central Bank and delivered to or collected from Cash Management Unit.

**January 2005 - January 2006 Administrative Officer, Julius Berger Construction Company Plc. Abuja**

**Responsibilities**

- Assisted with the drafting of company financials on a monthly basis
- Ensuring receipts, proposals and official documents are well written and appropriately dispatched

**Nov 2009 - Nov 2010 Intern, Diamond Properties Ltd.**

**Responsibilities**

- Advertisement of the services offered by the company to customers.
- Consulting with customers for appropriate service selection

**Training and Certification**

- European Computer Driving License **ECDL** Base Certification (in view)
- Νετωορκ Νεξτ Τραβλινγ Χερτφιλχατε.

**Ίντερεστ**

- Πλαψινγ φουτβαλλ
- ζολυντεερινγ
- Τραπελλινγ ανδ εξπλορινγ νεω πλαχεσ

**Λαγγυαγε Σκωσ**

- Εγγλση (Προφιλχεντ)
- Ηαυσα (Βασχ)

**Ρεφερενχεσ**

**Ίε κωε μ Ίε ανψί**

Βρανχη Μαναγερ, NNITX Βρανχη

Στανβλχ ΙΒΤΧ Βανκ

Εμαίλ: [lvnvl@kwm-stanbylbtz.com](mailto:lvnvl@kwm-stanbylbtz.com)

**ς ίων Μχηεαλ-Ομυδυ**

Ηεαδ οφ Οπερατ ίονσ, ΝΝΠΧ Βρανχη

Στανβίχ ΙΒΤΧ Βανκ

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**Ενγρ. Υμαρ Μηαμμεδ Μσα**

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