

PERSONAL DATA

Sex: Female
Marital status: Married
Address: 11, Francis chimezie Street Madonna Estate, Ojodu Berger, Lagos -State
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OBJECTIVES:

To set a benchmark for excellence in whatever I do, strive to learn always especially from others thereby gaining more knowledge and achieving growth. To use my skills to implement changes and produce exceptional result in an environment that is dynamic, challenging and promote career growth

ACADEMIC PROFILE

2018 Tansian University, Umunya
BSc Bus.Admin
2017 Olabisi Onabanjo University, Ago Iwoye
The Institute of Administrators & Economic Planners of Nigeria
2014-2016 Olabisi Onabanjo University, Ago Iwoye
H.D. Public Administration 2016
2003-2007 – The Federal Polytechnic, Ado, Ado-Ekiti
N.D. Secretarial Studies

TRAININGS ATTENDED:

Mail Room Management presentation June, 2009 (**DIAMOND BANK PLC**)

Objectives:

- **Increase pickup & delivery speed**
- **Eliminate duplications**
- **Reduce stress & fatigue**

ONLINE COURSE CERTIFICATION (DIAMOND ACADEMY – 2018)

- AML/CFT 2018 (Module 1-3)
- Fraud Management
- AgriFinance (Module 1-3)
- Sustainable Banking
- Ebola Awareness
- Tone of Voice

WORK EXPERIENCE:**Nov 2019 – Devtage Technology & Business Solutions****12, Berkley Street Off King George V Road, Ikoyi - Lagos****Business Analyst**

- Use of Excel to facilitate collection of Data and storage from assigned projects
- Training facilitator on collation of data
- Support the identification of data sources (manual and automated)
- Drive initial data collection activity by:
 - Running management workshops
 - Training on the use of Excel Templates, and the process to be followed in collating Data
- Support rollout of processes to drive the collection of data.

August 2016-2019 -Diamond Bank Plc**Ajose Adeogun Branch, Victoria Island - Lagos****Personal Assistant Executive to Directorate Regional Businesses, Lagos/West Directorate-**

- Act as the point of contact between the executives and internal or external customers
- Organise Top 100 customer's meetings and engagements for the Directorate
- Handle correspondence directed to middle and senior management
- Maintain key customer databases and produce reports or presentations for executive leadership
- Evaluating the effectiveness of all marketing activity
- Develop and implement internal marketing programmes in conjunction with Area Managers
- Analyse feedback from Managers on Customers requiring close-out meetings with Directorate Head
- Organize meetings and events as directed
- Manage expense reports

September 2015- August 2016 -Diamond Bank Plc**Head Office, Lekki - Lagos****Administrative Officer/Personal Secretary to Head, Business Transformation Group (BTG)**

- Manage an active calendar of appointments.
- Making travel arrangements and detailed travel itineraries
- Prepare correspondences & schedule meetings
- Manage and complete expense reports
- Evaluating the effectiveness of the group activities
- Maintain and secure an orderly filing system.

August 2015- September 2015- Diamond Bank Plc**Commerce House, Idowu Taylor Victoria Island Lagos****Personal Assistant to Human Capital Management – (Relief Duty)**

- Calculating dates and Preparing confirmation letters for staff as at when due.
- Prepare retirements confirmation letters for ex staff of the bank
- Prepare other outgoing letters and reports.
- Dispatch of mails/ correspondences, maintenance of registers.
- Maintain and secure an orderly filing system.
- Arrange for requisition and collection of stationery
- Organize/schedule meetings with the Head, HCM and staff accordingly

February 2015 – August 2015- Diamond Bank Plc**10 Opebi Rd., Ikeja Lagos Branch****Personal Assistant to the Regional Manager (Ikeja Region)**

- Arrange appointments for Boss and remind him when due.
- Prepare correspondences & note takings
- Receive and make telephone calls, emails & texts as well as organize meetings/events as directed
- Prepare daily itinerary and travel plans
- Arrange & organize for regional meetings
- Manage and complete expense reports

April 2012 – February 2015- Diamond Bank Plc**60 Opebi Rd, Ikeja Lagos****Head, Branch Administration**

- Performing secretarial duties, which include typing of letters, reports, receipt and dispatch of mails/ correspondences, maintenance of registers and taking minutes of branch meetings and management meetings.
- Maintain and secure an orderly filing system.
- Staffing position and periodic meetings.
- Receive and make telephone calls for the boss
- Arrange for requisition and collection of stationery
- Prepares and manage expenses for the branch

Sept 2008 – March 2012- Diamond Bank Plc**Adeniyi Jones, Ikeja Lagos Branch****Group Secretary/Administrative Officer – Manufacturing and General Commerce unit**

- Arrange appointments for Boss and remind him when due.
- Receive and make telephone calls for the boss.
- Prepare daily itinerary and other travel events
- Collate weekly reports on volumes for the region.

- Arrange for requisition and collection of stationery
- Manage & prepare the group expenses

Feb 2008- June 2008- Guaranty Trust Bank Plc, Ado-Ekiti branch

Position: Branch Secretary (Relief Duty)

- Performing secretarial duties, which include typing of letters, reports, receipt and dispatch of mails/ correspondences, maintenance of registers and taking minutes.
- Maintain and secure an orderly filing system
- Receive and make telephone calls for the boss
- Arrange for requisition and collection of stationery.
- Retrieve all company belongings given to a staff on resignation

TECHNICAL SKILLS

- Proficient use of Ms Office suite; Word, Excel, PowerPoint
- Good Communication and presentation Skills
- Use of Windows operating systems

INTERPERSONAL SKILLS

- Excellent Oral and written communication skills
- High ethical standards
- Good analytical and judgmental skills
- Ability to work well in a team and under pressure
- Good social skills
- Honesty and integrity
- Possess high level of leadership skills
- Well-developed time management and organizational skills
- Excellent Customer Service and retention skills
- Accuracy & attention to details
- Punctuality & Reliability

REFERENCE: Available on request.