

TEMITAYO Shukurat Sikiru
Tel: +2347067924252
E-mail: Temisikirutayo@gmail.com

CAREER OBJECTIVE

To contribute to organizational growth through efficient utilization of available resources and precisely identify areas necessary for growth, by understanding organizational strengths and weaknesses. Liaise with other staff to achieve organisational objectives, broaden brand reach and improve product perception.

SOFT SKILLS

- Problem solving skill.
- Adaptability skill.
- Empathy, Curiosity and Learning
- Good administration skill

TECHNICAL SKILLS

- Intermediate Level Ms. Word
- Intermediate level Ms. Excel
- Basic Level Power Point

WORK EXPERIENCE

Investor's King Ltd; Business Analyst May 2019 till date

- Research, analyze and write on economy, financial and business news
- Respond to official correspondents
- Sales and Marketing
- Collaborating with relevant parties to create a budget.
- Overseeing accounting, and bank processes
- Employing strategies to ensure the company's growth
- Managing marketing initiatives.
- Maximizing operating potential to exceed readers and advert companies' expectations and goals.

TVIO solutions; Business Development Officer; Oct.2019 to May 2020

- Developed marketing strategy, competitors' analysis and branding outreach.
- Identified and attract new clients to sign up on our platform.
- Worked with the design team to build brand awareness
- Concept development, modification and adoption.
- Liaise with potential clients on offerings.

Profitvile Limited (Buymore Supermarket); Retail Operations Officer; Dec 2019 to March 2020

- Managed staff recruitment, employee database and Payroll.
- Ensured new recruits are orientated and inducted on the company's expectations from them.
- Worked with the internal control in stock audit, record and confirmation.
- Oversee the activities of store keepers
- Ensured all the store sections portrays the company image in all aspect of personal presentation and adheres to the company dress code as laid out by the company.

Micro Leasing Limited; Client Relationship Officer; Feb 2019 – September 2019

- Submitted and processed loan applications to the underwriter for verification and recommendations.
- Developed prospects for new loans by conducting weekly cold calls.
- Reviewed and edited loan agreements to promote efficiency and accuracy.
- Compiled of database of loan applicants' credit histories, corporate financial statements and other financial information.
- Answered telephone inquiries on finance products including; savings, loans and other lines of credit service.
- Programmed the reducing balance payment interest model on excel sheet.

National Youth Service Corps; Nov. 2017 - Oct. 2018

- Army Day Girls Secondary School, Zuru Kebbi State.

AIICO Capital Limited; Front Desk Receptionist June 2013 – Dec 2014

- Attended to visitors, directed customers' enquiry and compliant to the proper department.
- Collected, sorted and distributed mail messages and courier deliveries.
- Updated daily trends on the Stock Exchange and Treasury Bills portfolio.
- Posted transactions on the asset management software (Moneytor).
- Weekly update of Asset Under Management (AUM) spreadsheet.

AIICO Insurance Company; Asset Management Department; Apr. 2012 – Oct.2012

- Negotiated rates with banks in order to optimize the portfolio's performance.
- Assisted with bank correspondences.
- Updated daily trend on Stock Exchange and Treasury Bills portfolio.

EDUCATION AND QUALIFICATION

2016 University of Benin, Benin City Nigeria.

BSc (Edu) Economics and statistics

2011 Lagos State Polytechnic, Iyana Isolo. Lagos Nigeria.

National Diploma Business Administration

CERTIFICATIONS

Utiva Data Academy: Data Analysis

April - May 2019

Edubridge Academy: Management Consulting

July - September 2019

National Institute of Management (in view)

PERSONAL DETAILS

Language: English and Yoruba

Gender: Female