

DADA ADEOLA EMMANUEL

Plot 11 Ariyo Street Thomas Laniyan Estate Ikorodu Rd Lagos State

PERSONAL INFORMATION

Date of Birth: 25/06/1990
Marital Status: Married
State of Origin: Ogun State
Sex: Male
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EXECUTIVE SUMMARY

I am a natural team player, honest, proactive and result oriented. I give my very best and provide new ways in which the organization can achieve set corporate goals at faster speed and create new dimensions and innovation to improve existing conditions.

EDUCATION

- **Tai Solarin University of Education- BSc. (Ed) Accounting**
Second Class Honor's (Upper Division)- 2007 – 2011
- **Mayflower Secondary School, Ikenne**
West African Senior School Certificate (WASSCE)-2000- 2006

PROFESSIONAL QUALIFICATIONS

- **Institute of Chartered Accountant of Nigeria (In View)-Professional Level**

WRKING EXPERIENCE

- **Zenith Bank -(December 2021- Date)-Cash Officer**

Responsibilities

- Processing and Review of BTA/PTA Transactions
- Review of IMTO transactions posted by teller
- Reconciliation of daily IMT transactions
- Call over and Review of daily FIRS transactions posted
- ATM management and performance
- Cash and Vault Management
- Review of all posted transactions by tellers
- Ensure on effective training of tellers
- Authorization of transactions

➤ **Zenith Bank-(May 2015- December 2021)-Cash and Teller/ Relieving Cash Officer and FX Teller**

Responsibilities:

- Processing of customer's request within expected time frame leading to customer satisfaction.
- Identifying new leads to expand organization growth
- Control and Management of customers deposit and withdrawals
- Processing of collections for customers
- Ensure seamless processes of pension collections
- Ensure day to day balancing of receivables and payables
- Ensure compliance to operational procedures
- Processing of FX and IMTO Transactions
- ATM Management
- Processing of FIRS and tax transactions

➤ **Standard Chartered Bank-(August,2014-May,2015)-Account Service Officer**

Responsibilities:

- Control and management of branch operations
- Customer's data update
- Reviewing of customers account opening documents
- Undertaking organization projects as they come from time to time

KEY COMPETENCIES AND BEHAVIORAL ATTRIBUTES

- Excellent teamwork ability with high integrity.
- Excellent planning and project management skills
- Good client service orientation with outstanding listening and communication skills
- Effective in decision making while remaining fact based and result oriented.
- Advanced in use of Microsoft office package.
- Honest, Trustworthy, possesses good time management skills and work under any given condition without undermining quality.

REFERENCES

References are available on request.

