

11, Idowu close off
Shaha road,
Akowonjo Lagos

TEL: 08179004343,08058589785
E-mail: olabest911@gmail.com

AWOSEYIN ROTIMI SAMUEL

Objective	To build a good career while discharging my professional responsibility with honesty, integrity, good innovation, good team work, excellent customer service and equally ensuring that i make a meaningful contribution in moving the organization forward.
Personal Information	<ul style="list-style-type: none">• Sex : Male• Date of Birth: 7th NOV 1983• Marital Status: Married.• State of Origin: Ekiti State
Work Experience	<p>April 2014 Till Date: UNION BANK PLC (ICL) : *</p> <p>➤ DUTIES</p> <ul style="list-style-type: none">• ATM Custodian• Monthly GL Proof• Cash Evacuation Process• Processing of PTA and BTA• General Customer Services• Funds Mobilization• Booking and Managing NTB (Nigeria Treasury Bills)• Booking and Managing FGN Bond• Booking and Managing Fixed Deposits• Issuing and Managing MC (Managers Cheque)• Payments Transactions. I.e. FIRS , Custom Duty, PHCN etc• In House Transfer• Salary Processing• E transact Transactions• Other Banks Cheque (O B C)• Western Union (Inbound and Outbound) Money Transfer• MoneyGram (Inbound and Outbound) Money Transfer• Segue Money Transfer• RIA Money Transfer• Small World Money Transfer• Wari Money Transfer• Interbank Instant transfer <p>Nov 2012 to April 2014 ZENITH BANK PLC. (People Plus services Ltd)</p>

Duties:

- Cash Movement
- Receiving and Balancing of cash

August 2011 to Oct 2012 **DIAMOND BANK PLC (C & M Exchange Ltd)**

Duties:

- Issuance of manager cheques
- Liquidation of manager cheque
- Cash withdrawal and deposit
- Cheque withdrawal and deposit
- Taking charges (i.e. ATM charges, cheque Book charges, statement of account)
- Issuance of Telegraphic Transfer (Local Transfer)
- Liquidation of Telegraphic Transfer
- Handling of other banks cheques (OBC)

UTILITY TELLER

- Payment of Western Union Money Transfer
- Payment of FCY Cheques
- FCY Transfer
- RTGS Transfer (Real Time Gross Settlement)
- NEFT (Nigeria Electronic Fund Transfer)

May 2008 to March 2010 (Consolidated Business Service) Bank **PHB Plc.**

OPERATIONS:

- PIN Administration
- General Customer Service
- Opening of all Liability Account Bank wide
- Domestic card Operations
- Cheque Processing/Printing
- Cheque Maintenance
- Preparing courier Bills
- Keeping Shipment record.

2007

Hallmark Clinical Laboratories (Industrial Attachment)

- Secretary
- Purchasing Officer

Education	<p>November 2008 - 2011 IMO STATE UNIVERSITY B.Sc. (ED) -Economics (Second Class Honours–Lower Divisions)</p> <p>April 2003 - 2006 FEDERAL POLYTECHNIC ADO-EKITI National Diploma - Business Studies (Lower Credit)</p> <p>September 1996-2001 COMMUNITY HIGH SCHOOL AYEGBAJU-EKITI Senior Secondary School Certificate September 1989 -1995: ST JAMES ANG NUR/PRY SCHOOL AYEGBAJU-EKITI First Leaving School Certificate</p>
Certificate of Achievement	<ul style="list-style-type: none"> ▪ Teller Service Representatives Orientation Programme ▪ Comprehensive Banking Operations ▪ Customer Services ▪ Personal Effectiveness, Time Management and Organizational Skill ▪ Effective Business Writing ▪ Emotional Intelligence ▪ Telephone Etiquette ▪ Basic International Trade ▪ Bank Products and Services
Skills	<p>Microsoft Office Suite (Word, Power Point, Excel, and Outlook)</p>
Referees	<p>Will be provided on request</p>