

# BAMIDELE, Abimbola Atinuke

20, Lateef salami street, Ajao Estate, Off Muritala Muhammed International Airport Road, Mafoluku,  
Oshodi, Lagos

Mobile: +2348029702929. E-mail: quinny2001ng@yahoo.com

## Career Objective

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A hardworking young lady driven by the foresight to impact and continuously add value wherever I find myself; aimed at realizing set goals and increased organizational output and productivity level.

## Professional Qualifications

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**Nigerian Institute of Management (Chartered)** **2013**  
Proficiency Certificate in Management

## Personal Information

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Sex: Female  
Date of Birth: 10<sup>th</sup> August, 1987  
State: Oyo  
Nationality: Nigerian  
Marital Status: Married

## Education

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**B.Sc. Sociology,** **2011**  
(Lagos State University, Ojo, Lagos, Nigeria.)  
Research Project: Gender differentials and academic performances amongst  
undergraduate students of the Lagos State university (2011)

**Senior Secondary School O' Level Certificate** **2004**  
(SUSAN MARTINS SECONDARY SCHOOL,  
Papa Ajao, Mushin, Lagos, Nigeria)

**First School Leaving Certificate** **1998**  
(A-Z INTERNATIONAL NUR/PRY SCHOOL, Ajao Estate, Lagos, Nigeria)

## I.T. Skills

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- Microsoft Office Word, Excel, PowerPoint, Publisher, and Access.

## Professional Employment History

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**Polaris Bank limited** **Sept 2018 - Till Date**  
**Customer Care Office**

- Payment and receiving of cash
- Receiving of clearing cheques
- Moneygram transactions, cerpac and passport transactions
- Lodging and treatment of Lagos State payment, Remitta payment and all School fees payment.

## Transaction Officer

- International and local transfers
- NIBBS transfers, Share point transactions
- Flexcube posting, inward and Outward clearing cheques
- NEFT, RTGS and others as required

**Skye Bank Plc**

**June 2015 – Sept 2018**

**Customer Care Officer**

**Responsibilities:**

- Payment and receiving of cash
- Receiving of clearing cheques
- Moneygram transactions, cerpac and passport transaction
- Lodging and treatment of Lagos State payment, Remitta payment and all School fees payment.

**Mainstreet Bank Limited**

**October 2014-June 2015**

**51/ 55 Broadstreet Lagos**

**Administrative Officer: Risk Management Department**

**Responsibilities:**

- Filling documents as per the requirement of the office manager
- Updating files and registers related to attendance and work of staffs
- Answer and receiving phone calls and works on daily errands that include handling communications with bank, etc.
- Distributing mails to respective staff
- Maintaining and organizing paper & electronic documents, storing documents properly for future references
- Preparation of monthly schedule for validation of departmental staff salary, attending meetings, taking minutes and keeping notes
- Compilation of yearly staff leave roaster for the Human Resource Department.

**National Youth Service Corps (NYSC)**

**2014**

(Isolo LCDA, Aswani)

**SKYSEA NIGERIA LIMITED**

**31G, Suite 5, Commercial Road, 2<sup>nd</sup> Floor, Apapa, Lagos Nigeria**

Logistics

**TOWUROMOLA VENTURES**

**Oyin Reception Garden, Dalemo, Alakuko, Lagos, Nigeria.  
2010.**

(Office assistant, Admin. Dept.)

**Skills**

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- Good oral and written communication skills
- Good interpersonal skills
- Good leadership skills
- Ability to work with little or no supervision
- Ability to work under pressure
- Ability to work in a team and multitask while paying attention to details

**Hobbies**

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- Traveling
- Meeting people
- Reading
- Planning Event

**References**

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- **On request**