

EMMANUEL TOBI EZEKIAH

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CAREER OBJECTIVE

To Secure a Challenging Position as a management personnel in your organization where my Education, Skills, Knowledge and experience will be effectively utilize aiming at job satisfaction and self improvement in order to achieve organization and individual goals.

PERSONAL DATA

Gender	-	Male
Date of birth.	-	15th May, 1991
State of Origin.	-	Ogun
Local Government.	-	Abeokuta North
Religion.	-	Christian
Marital Status.	-	Single
Nationality.	-	Nigerian

EDUCATION

- ❖ NATIONAL OPEN UNIVERSITY OF NIGERIA (NOUN) 2019-2023
Bachelor of Science (Public Administration)
- ❖ THE POLYTECHNIC, IBADAN. 2010-2012
National Diploma (Public Administration)
- ❖ EPE SENIOR GRAMMAR SCHOOL, EPE. 2010
West Africa Examination Council (GCE)
- ❖ ZION AFRICAN CHURCH PRIMARY SCHOOL. 1997-2003
First School Leaving Certificate. (FSLC)

WORKING EXPERIENCE.

NATIONAL YOUTH SERVICE CORPS.

2023

NYSC NUMBER: P/EXC/23A007023.

WEMA BANK PLC

2024 till date

Post Held: Branch compliance officer

Roles and responsibilities

Enforcement of compliance to applicable organizational laws and CBN policies

Thorough review of daily transactions, ATM monitoring, performance checker

Review of banks assets, monitoring of rate guides for fixed deposits

Review of PEPs accounts in compliance with CBN policies

Evaluation of control risk and mitigating measures for control

POLARIS BANK LTD.

2018 -2024

post Held: Resident Control Officer

Roles and Responsibilities

- *Analytical and summary review of General Ledgers*
- *Detailed and Comprehensive review of batch tickets processed by tellers*
- *Full and analytical review of Customers service operations ranging from account opening, account closure, Statement of account and refrence letter applications etc*
- *Investigated proof of fraud and other misappropriation issues*
- *Follow up on regularization of exceptions*

- *Mitigation against errors and exceptions which could affect the branch performance Score card*

DEWKON REALTOR.

2016-2018

Post Held: Personal Assistant M.D

Roles and Responsibilities.

- *Received calls and place memo for the organization.*
- *Keep track of records on day to day activities.*
- *Organize and execute meeting plans as scheduled by the direction.*

FIRST BANK PLC.

Roles and Responsibilities.

- Post tickets transactions.
- Work on electronic cheque truncation system.
- Attend early to customers requests based on turn-around time.

SKILLS DEVELOPED

- ❖ Computer Skills in Microsoft, Power point and Excel
- ❖ Excellent Oral and written communication skills demonstrated in my administrative role overtime
- ❖ Strong team Spirit developed through participation in research work and job functions

RECREATIONAL INTEREST

Reading, Watching Movies and Meeting People

REFEREE

Available on Request.