**ADIGUN KAYODE JOHNSON**

65, ABUKURU STREET,

AJEROMI-IFELODUN,

LAGOS STATE.

Tel : 07066275199, 08123472575

E-mail : KAYODEJOHNSON09@GMAIL.COM

**PERSONAL DATA**

Sex: Male

Date of birth: 15th November, 1994.

Marital status: Single

State of Origin: Osun State

Religion: Christian

**SUMMARY:**

I have acquired enormous skills and knowledge in Banking Strategies, Marketing dynamics and Operational processes in Funds Transfer & remittances, Import processes & procedures, Cash transactions and movement, Teller transactions and other Operational processes.

I also acquired service skills in internal process/Data reconciliation processes and management.

**OBJECTIVE**

To be the best and outstanding in every environment, duty and job I do.

**WORKING EXPERIENCE**

 March 2021- Till Date**: United Bank for Africa(UBA)**

 **Position**: Customer Service Officer

 **Responsibilities**:

* + - * Account Opening, Processing and maintenance of all financial products
			* Cheque Requisitions, Issuance and Delivery (Cheque Maintenances)
			* Data Quality Assurance and Reconciliation
			* Data and account process auditing

December 2019- Feb 2021: **United Bank for Africa(UBA)**

 **Position:** Teller

 **Responsibilities:**

* + - * Oversee all tellers’ transactions
			* Credit & Debit all customers’ cash transactions
			* verify all customers’ mandates on deal slips before initiating any transactions
			* Post for Collection accounts (e.g. Pay Direct, E-transact,)
			* Cash movement management
			* Vault balancing and reconciliations
			* GL proofs and reconciliation

March 2018-March.2019: **National Youth Service Corps** (NYSC)

Government Day Secondary School, Piapung, Mikang LG

Plateau State.

 **Position**: Teacher

June 2014 – Sep 2015: **Hi-Fly Cyber Café**

 54, Iyana Ilogbo, Ota Ogun State.

  **Position**: Café Attendance

**INSTITUTIONS ATTENDED WITH ACADEMIC QUALIFICATIONS**

2015 – 2017**: The Federal Polytechnic Bida, Niger State**.

 Higher National Diploma (HND) in Accountancy (Upper Credit)

2012 – 2014: **The Federal Polytechnic Bida, Niger State.**

National Diploma (ND) in Accountancy (Upper Credit)

2010-2011: **Kolajohn Computer Technology**

Diploma In Desktop Publishing. 2010. (Upper Credit)

2003 – 2009: **Beulah Montessori School. Agarawu, Ota, Ogun State**

Senior Secondary School Certificate(SSCE).

1998 – 2002: **New Era Preparatory School, Ogun State.**

First School Leaving Certificate

**PERSONAL SKILLS AND ABILITIES**

* Effective time Management
* Good team player with Integrity
* Strong analytical mind
* Effective Interpersonal skills
* Ability to work with less or no supervision
* Detail-oriented personality
* Self-motivated

**HOBBIES**

Sports, Music (Jazz), Scrabble game.

**REFEREES**

Available on Request.