

ADEBOYE BUKOLA SAYO

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13, Caroline Street, Off Home Science, Ajegunle-Ilo, Ifako-Ijaiye Lagos, Nigeria

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Profile

Detail-oriented and results-driven professional with experience in banking operations, inventory management, and administrative support. Proficient in financial transactions, stock control, and office administration, with a proven ability to enhance efficiency and maintain operational accuracy. Combining strong financial knowledge with excellent customer service and organizational skills, I am adept at ensuring compliance, optimizing workflow, and delivering exceptional service in fast-paced environments. Seeking an opportunity to leverage my expertise in a dynamic organization.

Experience

- **Universal Teller | Catilas Resources Limited (Ecobank)**
Iju & Ijaiye, Lagos, Nigeria | 07/2019 - PRESENT
 - Consistently maintained a 99% error-free rate in processing daily teller and cash transactions, ensuring compliance with banking regulations and enhancing operational efficiency.
 - Ensured strict compliance with Know Your Customer (KYC) and Anti-Money Laundering (AML) regulatory requirements, contributing to risk mitigation and maintaining the organization's integrity and regulatory standing.
 - Processed high-value foreign currency exchanges, international payments, and money orders with precision, ensuring seamless transactions.
- **Storekeeper | De Tofola Nigeria Limited**
Ota, Ogun, Nigeria | 04/2017 - 06/2019
 - Optimized inventory management by implementing an efficient stock control system, reducing stock discrepancies by 30% and ensuring accurate record-keeping.
 - Improved operational efficiency by streamlining procurement and storage processes, leading to a 20% reduction in stock shortages and enhanced supply chain coordination.
- **Office Assistant | Irving Sinat Nigeria Limited**
Lagos Island, Lagos, Nigeria | 06/2015 - 02/2017
 - Enhanced office efficiency by managing administrative tasks, organizing files, and streamlining document handling, reducing retrieval time by 25%.
 - Improved workflow coordination by effectively handling correspondence, scheduling meetings, and assisting staff, leading to a 15% increase in overall productivity.

Education

- **B.Sc., Marketing | Ladoke Akintola University of Tech. | 2019 – 2023**
Second class upper grade | Ogbomosho, Oyo, Nigeria
- **OND, Banking and Finance | Osun State College of Tech. | 2012 - 2014**
Lower credit grade | Esa-Oke, Osun, Nigeria
- **National Examination Council | Oranmiyan Memorial Grammar School | 2003 – 2008**
Senior Secondary Cert. Examination | Ile-Ife, Osun, Nigeria

Skills

- Banking Operations & Cash Handling
- Microsoft Office Suite (Excel, Word, PowerPoint etc.)
- Problem- solving and Critical Thinking
- Effective Communication & Teamwork
- Inventory & Stock Management
- Office Administration & Document Management
- Time Management and Organization
- Adaptability and Innovation
- Inventory and Effective Storekeeping

Certifications

- Ethics & Compliance Cert. | The Chartered Institute of Bankers of Nigeria | 2022
- Soft-Skills Training Certification | Jobberman | 2022

Referees

Reading, Writing & Music.

Referees

Available on request