

AFOLAYAN PRECIOUS TITILAYOMI

+234 903 590 0106 | afolayanprecious2000@gmail.com

PROFESSIONAL PROFILE

Versatile and results-oriented professional with cross-functional experience in bancassurance, accounting, customer relationship management, property operations, human resources, and executive support. Demonstrates strong financial discipline, client-facing ability, administrative coordination, and operational awareness. Experienced in maintaining accurate records, supporting customer needs, coordinating people and processes, resolving service issues, and handling confidential information with professionalism. Strong communicator with excellent organizational skills, attention to detail, adaptability, and a commitment to delivering high-quality results in fast-paced professional environments.

CORE PROFESSIONAL COMPETENCIES

- Bancassurance & Financial Services
- Accounting & Bookkeeping
- Reconciliation & Compliance Support
- Executive & Administrative Support
- Human Resources & Staff Supervision
- Microsoft Office & Data Management
- Client Relationship Management
- Financial Records & Documentation
- Customer Service & Retention
- Property & Operations Management
- Market Research & Business Analysis
- Communication & Stakeholder Coordination

PROFESSIONAL EXPERIENCE

Bancassurance Associate | Sanlam Allianz

2026 –

- Develop and maintain strong client relationships by identifying insurance needs and recommending suitable protection and financial solutions.
- Support bancassurance sales activities through customer engagement, product education, lead generation, follow-up, and conversion.
- Collaborate with banking and insurance stakeholders to deliver efficient client service and support business growth.
- Maintain accurate customer and transaction records while adhering to internal procedures, regulatory requirements, and service standards.
- Respond to customer enquiries professionally, resolve service issues, and support customer retention through proactive relationship management.

Front Desk / Accountant | Gracey Private School, Ibadan

2025

- Managed front-desk operations, visitor enquiries, correspondence, and day-to-day administrative coordination.
- Maintained financial documentation, payment records, budgets, and basic financial reports.
- Supported accurate record keeping and coordinated administrative and accounting activities.
- Handled confidential information with professionalism and maintained organized documentation.

Executive Assistant | Professional Engagement

2025

- Provided executive and administrative support through calendar coordination, documentation, presentations, research, and follow-up.
- Prepared professional documents, reports, and presentations using Microsoft Office.
- Coordinated information and routine administrative activities while maintaining confidentiality and discretion.
- Supported effective communication and organization of day-to-day executive responsibilities.

Property Manager | Gateway Home and Properties

Professional Experience

- Managed day-to-day residential property operations, tenant relationships, rent collection, and lease administration.
- Coordinated property inspections, maintenance requests, repairs, and compliance with safety requirements.
- Conducted property viewings and prepared operational reports and market observations.
- Supported effective tenant retention and resolution of property-related concerns.

HR / Supervisor | Sarleg Supermarket, Ado Ekiti

Professional Experience

- Supervised daily staff activities and coordinated employees to support efficient store operations.
- Assisted with recruitment through applicant screening, interview coordination, and onboarding support.
- Trained new employees on company policies, customer service expectations, and job responsibilities.
- Monitored attendance, staff schedules, performance, and compliance with company standards.
- Handled customer complaints and supported a positive service environment.

Teacher - NYSC | IMG Grammar School, Oyo State

2023 - 2024

- Developed and delivered structured lesson plans aligned with curriculum objectives.
- Used effective teaching strategies to support student engagement, learning, and improved academic outcomes.
- Maintained classroom organization and communicated effectively with students, colleagues, and relevant stakeholders.

Accountant | Tagiz Resources Steel Company

2021 - 2023

- Prepared and supported the filing of tax returns in line with applicable statutory requirements.
- Performed bank and general ledger reconciliations to identify discrepancies and maintain financial accuracy.
- Maintained accounting records and supported daily financial operations and reporting.
- Assisted with cost-control initiatives and process improvements aimed at improving operational efficiency.

Social Media Manager & Content Creator | Freelance / Various Clients

2022 -

- Managed social media accounts, content calendars, audience engagement, and performance monitoring.
- Created engaging content to strengthen brand visibility and maintain consistent online communication.
- Coordinated content activities with client objectives and monitored audience response.

EDUCATION

Bachelor of Science (B.Sc.), Sociology — Ekiti State University, Ado-Ekiti

2017 - 2023

National Diploma (ND), Accounting — The Polytechnic, Ibadan

2017 - 2019

Senior Secondary School Certificate — Rachael International College, Ibadan

2011 - 2017

PROFESSIONAL TRAINING & CERTIFICATIONS

- Accounting Fundamentals / ACC - In View
- Customer Success Management
- Customer Relationship Management
- Human Resources Training - 2024
- Solar Installation Training - 2023

DIGITAL & TECHNICAL SKILLS

- Microsoft Excel, Word & PowerPoint – Advanced
- Data Entry, Record Management & Documentation
- Canva and general digital productivity tools

LANGUAGES

English: Fluent | Yoruba: Proficient | Hausa: Basic | French: Basic

REFERENCES

Available upon request.