

ROBINSON PRECIOUS

03 Olalekan Street, Ijoko Sango, Ogun State, Nigeria | 08116514094 | robinsonprecious19@gmail.com

PROFESSIONAL SUMMARY

Motivated and detail-oriented Banking and Finance professional with National Diploma (ND) and Higher National Diploma (HND) training in Banking and Finance. Experienced in customer-facing sales and teaching environments, with strengths in customer service, communication, record keeping, organisation, teamwork and daily operational support. Adaptable, dependable and eager to apply academic knowledge and practical experience in an entry-level banking or financial services role.

CORE COMPETENCIES

- Customer Service & Relationship Management
- Communication & Interpersonal Skills
- Administrative Support
- Teamwork & Collaboration
- Time Management
- Customer Enquiry Handling
- Ability to Work Under Pressure
- Sales Support & Product Promotion
- Banking & Financial Services Knowledge
- Record Keeping & Documentation
- Problem Solving
- Organisation & Attention to Detail
- Adaptability & Quick Learning

WORK EXPERIENCE

TEACHER — Deroyal Nursery and Primary School

2017 – 2018

- Planned and delivered lessons appropriate to pupils' learning levels and abilities.
- Explained academic concepts clearly using practical examples and interactive teaching methods.
- Supervised pupils during classroom activities and maintained a safe, organised learning environment.
- Assisted pupils with classwork, assignments, reading, writing and other educational activities.
- Monitored pupils' academic performance and identified areas requiring additional support.
- Prepared and organised teaching materials and communicated effectively with school staff.
- Demonstrated patience, responsibility and strong interpersonal skills in daily classroom activities.

SALES REPRESENTATIVE — Boutique

2018 – 2020

- Welcomed customers and provided professional assistance throughout their shopping experience.
- Identified customer needs and recommended suitable products based on preferences and requirements.
- Provided accurate product information, including available options and prices.
- Promoted products, supported daily sales activities and assisted customers with purchasing decisions.
- Responded to customer questions and concerns promptly and professionally.
- Built positive customer relationships through effective communication and quality service.
- Arranged and displayed merchandise neatly and assisted with monitoring product availability.
- Supported daily boutique operations and maintained an organised sales environment.

EDUCATIONAL BACKGROUND

Gateway Polytechnic, Saapade, Ogun State — Higher National Diploma (HND), Banking and Finance | 2024 – 2026

Lagos State Polytechnic, Lagos State — National Diploma (ND), Banking and Finance | 2021 – 2023

Emadan Academy — Senior Secondary Education | 2010 – 2016

Radiance Nursery and Primary School — Primary Education | 2005 – 2010

COMPUTER & DIGITAL SKILLS

Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Internet & Email • Basic Digital Documentation

PERSONAL DETAILS

Full Name: Robinson Precious **Nationality:** Nigerian **State of Origin:** Cross River State **LGA:** Abi

REFERENCES

Available upon request.