

# AKINWUNMI FEMI JOHN

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**D.O.B:** 17<sup>th</sup> September

**Marital Status:** Single

**Sex:** Male

**State Of Origin:** Lagos State

**Religion:** Christian

**Nationality:** Nigeria

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**CAREER OBJECTIVE:** To work in an organization where I can use my experience & skills in administration of facilities for the benefit of the organization whilst improving my knowledge & experience. Bringing strong procurement, negotiation and interpersonal skills.

**PROFESSIONAL SUMMARY:** I am a team builder, follow and comply with instructions from higher authority. I offer a combination of unique skills and competencies which I have developed through a lengthy and rewarding career. I have different skills while being proficient in time-management, communication skills, creative and problem-solving abilities. In previous roles, I have contributed to organizational improvements, cross-checking invoicing with payment, managing company's account payable, receivable, processing refunds and attainment of key business targets.

➤ **CORE COMPETENCIES (BANKING/I. T WORK TOOLS)**

- Computer literate (MS Word, Excel, PowerPoint etc.).
- Proficient in Quick-book, E.R.P (Enterprise Resource Planning), Retail Sales App, Basis, Telex Portal and FX Process Maker, Finance, CRP, BVN Portal (NIBSS) etc.
- Proficient in HTML, JAVASCRIPT and CSS
- Adding value and boosting customers' confidence to manage projects and execute successfully.
- Systematic planning, monitoring, results orientation, change management and quality of work.

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**EDUCATIONAL INSTITUTION ATTENDED WITH QUALIFICATIONS**

- The Ibarapa polytechnics Eruwa, Oyo state –**OND in Business Administration** 2015 -2017
- Osun State Polytechnic, Iree. (**Part-Time**) ---- **HND** 2019-2021
- Anthony Village Junior/Senior High School, Lagos State -----**SSCE** 2009-2014
- God Is Able Group of School, Ado-Ekiti State ---**NECO** 2015
- Anthony Model Primary, Lagos State-----**First School leaving Certificate**2002-2008

➤ **DIPLOMA CERTIFICATES OBTAINED**

- International Business Management Institute (**IBM**)-----**ONLINE COURSE**  
**QUALIFICATION: ESSENTIAL** **Year:** 2019
- ALISON- PARKMORE, GALWAY----- **ONLINE COURSE** **Year:** 2020  
**QUALIFICATION:** Modern Human Resource Management - Recruitment and Selection Process
- UDEMY BUSINESS ACADEMIC----- **Year:** 2022  
Course: Html, Javascript and CSS

➤ **WORK EXPERIENCE**

**DE-GLOBAL COMPANY**----**THOMAS STREET IDIROKO, MENDE LAGOS**

**POST HELD:** CLIENT SERVICE

**YEAR:** 2014--2015

- Provide account service to customers by receiving cheque.

- Transfer of funds from customer account to company account via bank transaction.
- Purchasing computer equipment and cameral (CCTV) for customers.
- To audit customer products at their various organization and their database
- carry out any other duties assigned by the CEO (chief executive officer)

**ASHA MICROFINANCE BANK----26 ALLEN AVENUE, IKEJA, LAGOS (HEAD OFFICE)**

**POST HELD:** COMPLIANCE OFFICER

**YEAR:** 2017--2018

- Deducting Pension fees from staff accounts.
- Remitting FIRS / SIRS (federal and state Inland Revenue service) via bank.
- Inputting\updating staff monthly account statement
- Calculating staff and company's Tax.
- Carry out any other duties assigned by the Head of Compliance

**GTBANK---- OYIN JOLAYEMI, VICTORIA ISLAND, FUND TRANSFER UNIT**

**POST HELD:** TELEX OPERATOR

**YEAR:** 2018—2019

- Generating of Funds Transfer Unit Portal Report and Telex
- Updating/ Downloading Internet/Gaps Banking and Telex on the Intranet
- Responding to Clients/Account Officer's Email Reference
- Inputting of FX Transfer Instructions
- Checking/Filing PTA (Personal Travelling Allowance) from all our branches.
- Checking Internet banking and Gaps transactions for duplicates transaction.
- Carry out any other duties assigned by the Unit Director

**GDM GROUP OF COMPANY/ PAVOREAL INDUSTRIES LIMITED-- 9 JOGUNOMOI STREET, GBAGADA PHASE II, LAGOS**

**POST HELD:** SALES OPERATION OFFICER

**YEAR:** 2020

- Producing data for the sales team and sales operation to oversee the use of various applications and platforms.
- Outline and define various sales territories for sales representatives.
- Training the entire sales representative on sales and determining the challenges in the company every morning.
- Evaluation and Implementation of new sales plan if the evaluation yields unsatisfactory results.
- Attending Retails sales APP
- Assigning locations for all drivers to deliver to various customers.

**INSIDE OUT VENTURE----- 59, OPEBI ROAD, (OPP. SKY BANK) IKEJA, LAGOS**

**POSITION:** ACCOUNT OFFICER/INVENTORY OFFICER

**YEAR:** 2021- Jan, 2020

- To maintain receipts, records, withdrawal of the stockroom, receive, unload new stocks, packing and labeling of new/old arrival goods via QuickBooks, stock card.
- Inspect damage goods, discrepancies and give report to the accountant or MD for quick sales record; keeping detailed database of available inventory and errors committed at the branch for proper follow up.
- Monthly stock reconciliations, coordination of goods for necessary minor repairs, and to ensure adequate documentation of all stock level in order to maintain inventory control.
- Record of all income and expenses, review of debtors and creditors.
- Any other roles as directed by the senior accountant and M.D.

**UBA HEAD-OFFICE----- 57, MARINA, LAGOS ISLAND, LAGOS**

**POSITION:** Processor                      **UNIT:** Central Processing/Account Maintenance

**YEAR:** Jan, 2022 till date

- Maintaining of accounts for both retail and corporate accounts
  - Updating of address on account from all the branches
  - Logging for Customer Address Verification (CAV)
  - Process payment of CAV vendors
  - Phone number and BVN updating from all the branches
  - Merging customer accounts (CIF Merge)
  - Any other roles as directed by the senior Supervisor and Unit head
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**HOBBIES**

- Reading, Traveling, Motivating and Learning new things

**REFERENCES: Furnished upon request**