

OLAYE TUNIKE GRACE

No. 2, Owen Street, Amagba, G.R.A Benin City, Edo State.

Tel: 07036154651

E-mail: tunibeauty@gmail.com.

OBJECTIVE:

To strive for excellence and precision at all times, in all position and circumstances, attaining professional distinction and proficiency thus adding value to the organization and the society at large.

PERSONAL DATA

SEX:	FEMALE
DATE OF BIRTH:	16 TH JUNE, 1984
STATE OF ORIGIN:	DELTA
LOCAL GOVT.:	OSHIMILI NORTH
NATIONALITY:	NIGERIAN
RELIGION:	CHRISTIAN

WORK EXPERIENCE DIAMOND BANK PLC

2014 – Present

Responsibilities:

- Sourcing for high and low deposit.
- Promoting the sales of the bank's products and services.
- Direct sales executive

AA RESCUE LTD

2011-2014

- Preparation of the daily , weekly and monthly reports of the branch
- Customer Service officer/Marketer
- Marketing of the Companies products and services
- Recruitment and outsourcing of drivers
- Testing and certification of drivers

KWARA FOOTBALL ACADEMY

2009

Responsibilities:

- Accounts Teacher

ERAMAS TECHNOLOGIES

2010

Responsibilities:

- Accounts Clerk
- Customer Service Officer

- Management of the day to day administrative operations of the Organization

EDUCATIONAL BACKGROUND WITH DATES

2007 -2008	Federal Polytechnic Auchi (Higher National Diploma)
2003-2004	Federal Polytechnic Auchi (National Diploma)
1995-2000	Idia College Benin City (SSCE)
1989-1994	Airforce Primary School Benin(FSLC)

SKILLS

- ✓ Ability to work perfectly under pressure and with minimum supervision
- ✓ Excellent problem solving skills
- ✓ Financial management skills
- ✓ Customer service skills
- ✓ Marketing skills
- ✓ An eye for details
- ✓ Excellent Oral and written communication skills
- ✓ Ability to work as a team
- ✓ A good analytical ability
- ✓ Excellent organization skills
- ✓ Computer literate

HOBBIES:

Reading , Travelling and Listening to music

REFEREES:

SQUADRON LDR Mike Olafisoye Oragbade
Nigerian Air force
Kaduna
Tel: 08032248344

Mr. Alexander Ozolua
AA RESCUE LTD
Tel: 07040438621