

ROBERT SMITH

Account Officer

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To work in an organization where I would have the chance to develop my skills in biodiesel production as well as add value to the company.

OCTOBER 2013 - AUGUST 2014

ACCOUNT OFFICER - UNITED BANK FOR AFRICA PLC

- Relationship creation: majorly sourcing and winning prospects that are able to do business with us.
- Relationship management: putting my customers first and helping them in their transactions. Also, understanding the customer's businesses and suggesting ways to help their businesses grow.
- Deposit mobilisation: helping in growing the casa (current account savings account) volume.
- Risk asset creation: lending to customers either short term or long term.
- Reactivation of dormant accounts: customers who have left their accounts inactive for long are persuaded to resume banking relationship with the banks.
- Product awareness: keeping customer's up to date with products that will be beneficial to them.
- Trade transactions: help in making trade transactions easier for the customers like; form m, bidding etc.

AUGUST 2011 - MAY 2012

ACCOUNT MANAGER - NATIONAL YOUTH SERVICE CORPS

- Deliver innovative solutions for clients facing problems with complex financial transactions.
- Assists subordinate office personnel on matters such as travel arrangements, airline reservations, meetings, files and correspondence.
- Assist clients on cards (debit, credit, amex) and changes passwords, activate and block cards.
- Prepare and review financial statements, consolidated statements and various other.
- Organize and summarize other relevant financial data and statements in excel.
- Ensure correct approval, sorting, coding and matching of invoices/receipts.
- Keep track, process and reconcile payments and expenditures, purchase orders,.

EDUCATION

Bsc in Biochemistry - 2006 to 2010(Anambra State University - Anambra,

Nigeria)Waec in Science - 2003 to 2005(Command Day Secondary School Ikeja
- Lagos)

SKILLS

Microsoft Office, Customer Service, Banking