

LAYKAWN'S EXECUTIVE CANDIDATE

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PROFESSIONAL SUMMARY

Detail-oriented and results-driven professional with experience spanning banking operations, direct sales, finance support, administrative functions, and electoral processes. Skilled in customer acquisition, relationship management, record management, sales execution, and operational support, with a proven ability to contribute to business growth and deliver measurable results. Adept at engaging stakeholders, managing processes efficiently, achieving targets, and adapting quickly within structured and high-pressure environments. Committed to applying analytical, communication, and problem-solving skills to drive organizational success and create sustainable value.

CORE COMPETENCIES

Cash & Financial Record Management Administrative & Office Operations Sales Management & Client Relations
Team Supervision & Coordination Process Improvement Data Accuracy & Documentation
Customer Service Excellence Compliance & Ethical Standards Problem Solving & Critical Thinking
Direct Sales & Business Development Lead Generation & Conversion Banking Products & Service Promotion
Customer Onboarding & Account Opening Digital Banking Support Market Research & Field Marketing
Client Engagement & Retention Negotiation & Persuasion Skills Time Management & Goal Orientation
Team Collaboration

SKILLS

Microsoft Office (Word, Excel) Communication & Interpersonal Skills

WORK EXPERIENCE

Direct Sales Agent

01/2026 – Present

Polaris Bank, Forestry Road

Benin City

- Drive customer acquisition and business growth by identifying prospective customers, promoting banking solutions, and converting leads into active customers through direct sales activities.
- Promote Polaris Bank's products and services by educating customers on available financial solutions, digital banking platforms, and benefits tailored to their needs.
- Support achievement of branch sales targets by executing sales strategies, deposit mobilization, following up on leads, and maintaining consistent customer engagement.
- Improve customer experience by providing prompt assistance, resolving enquiries, and ensuring customers receive effective support throughout their banking journey.
- Increase adoption of digital banking services by assisting customers with platform registration, usage guidance, and troubleshooting basic service-related issues.

Assistant Cashier (NYSC)

11/2023 – 10/2024

Nasarawa State Urban Development Board

Nasarawa, Nigeria

- Recorded and tracked daily cash and payment inflows, improving financial record accuracy by ensuring 100% compliance with internal documentation standards.
- Supported reconciliation of payment records, helping reduce reporting discrepancies and ensuring timely submission of financial summaries.
- Assisted senior finance staff with audits and payment verification, contributing to smoother monthly and quarterly reviews.
- Maintained organized financial files, enabling faster retrieval of records and improving operational efficiency.

Presiding Officer

02/2023 – 02/2023

Independent National Electoral Commission (INEC)

Benin City, Edo State, Nigeria

- Led the conduct of general elections at the assigned polling unit, ensuring full compliance with electoral guidelines and procedures.

WORK EXPERIENCE

- Coordinated electoral officials and materials, enabling orderly voting processes and timely reporting of results.
 - Managed voter verification and ballot processes, contributing to a transparent and credible election outcome.
 - Resolved on-site issues professionally, minimizing disruptions and maintaining electoral integrity.
- Office Assistant** 06/2022 – 11/2023
Raykel Global Resources Benin City, Edo State, Nigeria
- Coordinated daily administrative operations, supporting smooth workflow and reducing task delays through effective scheduling and follow-ups.
 - Managed client inquiries and service requests, contributing to improved customer satisfaction and timely service delivery.
 - Assisted with documentation, filing, and correspondence, improving office organization and record accessibility.
 - Supported management in logistics and operational tasks, enabling the organization to meet deadlines consistently.

- Sales Manager** 04/2016 – 09/2019
Gifted Hands Communications Ikeja, Lagos State, Nigeria
- Led sales operations and supervised two sales delegates, increasing daily operational efficiency through task coordination and performance monitoring.
 - Developed and implemented sales strategies that improved customer acquisition and retention.
 - Managed client relationships and negotiations, contributing to consistent revenue generation.
 - Tracked sales performance and prepared reports to support management decision-making.

EDUCATION

Banking and Finance 08/2021
B.Sc. Benin City, Edo State, Nigeria
University of Benin

HOBBIES

Research & Continuous Learning	Community Engagement	Traveling & Social Activities
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REFERENCES

Available upon request.