

# Alpha Jalloh

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## CAREER OBJECTIVE

To obtain employment with an institution that offers a positive atmosphere to learn and implement new skills for the betterment of the institution.

## TECHNICAL SKILLS

- Analytical thinking and planning.
- Self-motivated, initiative, and high level of energy.
- Computer skills
- Teamwork, leadership, positive attitude, and time management.
- Strong verbal and personal communication skills.
- Excellent customer services skills

EDUCATIONAL QUALIFICATIONS		
NAMES OF UNIVERSITIES AND SCHOOLS ATTENDED	DEGREE OR CERTIFICATE OBTAINED	DATE OF COMPLETION OF STUDY
Njala University	Master of Business Administration and Finance	Ongoing
Institute of Public Administration and Management (IPAM) University of Sierra Leone (USL) Freetown.	BSc. Financial Services	2016 – 2020
IBSA Commercial College (IBSA) Freetown.	Certificate in Computer Software Programmers	2020
Dr. David Arnold High School Freetown.	WASSCE	2013-2016
Saint Michael's Secondary School Moyamba.	BECE	2010-2013

## **EXPERIENCE**

### **Network Supervisor & Assistant Operations Manager**

#### **BNB Transfer Foreign Exchange Bureau-Sierra Leone.**

6<sup>th</sup> December 2021 to Date.

- Managing the Western union, Money gram, BNB and World remit Platforms.
- Monitoring and analyzing companies' payments.
- Training staff and partners
- Preparing training manuals and making training tutorial videos on how to make payments and navigate remittance platforms
- Communicating with international partners
- Systems installations such as MoneyGram, Western Union, RIA and BnB
- Developing and managing database of partners

### **Compliance Officer**

#### **BNB Transfer Foreign Exchange Bureau-Sierra Leone.**

BNB FX Bureau 19th January 2021. To December 2021

- Executed established enterprise compliance programs, principles, standards and policy and oversight expectations
- Ensured that the onboarding process of new hires is completed.
- Consult internal and external experts to identify risks, best practices, and expectations.
- Analysed internal and external experts to gain additional intelligence regarding emerging risks.
- Communicate policy goals for area of expertise, ensuring application across the enterprise.
- Facilitated policy, risk, and control discussions with stakeholders.
- Ensured policy objectives are met.
- Communicated BnB policy to staff.
- Provided agent and employee training on compliance.
- Identify opportunities to improve BnB's training and education methods and materials.
- Participated in the development and review of compliance training materials.
- Analyze reports and drive change according to emerging regulations and identified trends.
- Prepare and delivers clear presentations appropriate for the audience.

### **Cashier**

#### **BNB Transfer Foreign Exchange Bureau-Freetown, Sierra Leone**

December 2020-January 2021.

- Balanced the cash register and prepare the bank deposit.

- Prepared daily transaction reports.
- Accurately verify and enter the customer's information in the BNB system, Money Gram, Western Union, World Remit & Ria.
- Interact with customers face to face to receive and process BNB, Ria, Money Gram, and Western Union transactions.
- Balanced cash drawer at the beginning and end of each shift, investigating and resolving any discrepancies.
- Processed transaction paperwork and updated accounts with new payments.
- Maintained accurate register totals by carefully counting and securing cash.
- Recorded daily transactions precisely to avoid errors and keep logs accurate.

## **Finance Officer**

### **Team Loyal-Moyamba, Sierra Leone.**

- Record and collect receipt of all transactions.
- Prepare income and expenditure accounts to justify financial reports.
- Prepare balance sheet.
- Prepare the budget for organizational activities.
- Prepare annual financial reports.
- A registered community-based organization whose focus is improving the lives of youth within the community.

## **Sales Officer, Researcher and Consultant.**

### **IB Jalloh Enterprise-Moyamba, Sierra Leone.**

- Conduct research and analyze data to identify audiences for new markets.
- Overseeing and developing market campaigns for business expansion.
- Devising and presenting ideas and strategies for business expansions.
- Preparation of annual financial report.
- Process and Record Ria and Money Gram transactions.
- Identified new opportunities and customers with continuous monitoring of the market and pipelines.
- Worked with sales and marketing teams to ensure product relevance.
- Established initial contact with business prospects.
- Maintained fruitful relationships with clients and business partners, building an expansive professional network.

## **Enumerator**

### **Statistic-Moyamba, Sierra Leone.**

Data collector for 2015 Population and Housing Census 2015 Housing and Population Census National Electoral Commission.

- Collected personal data such as names, addresses, and religion, etc...
- Minimized errors by verifying the accuracy and completeness of all data.
- Resolved inconsistencies in responses through additional questioning.

## **Assistant Exhibition Officer**

### **National Electoral Commission-Moyamba, Sierra Leone.**

- Distribution of voter identification cards.
- Updated office files daily and kept records organized
- Collaborated with team members to meet daily demands and handle challenging projects

## **REFEREES**

1. Prince Brima

Compliance Supervisor BNB Transfer Foreign Exchange Bureau Sierra Leone and Liberia

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2. Osman Koroma

Senior Finance Officer BNB Transfer Foreign Exchange Bureau

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3. Dr. Ezekiel Duramany Lakkoh.

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