



SYLVANUS BOBSON TURAY
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Nationality: Sierra Leonean
Visa Status: Visit Visa
Languages: English (Fluent)

PROFESSIONAL SUMMARY

Results-driven finance and Microfinance professional with over 3 years of experience in financial operations, credit and loan management, and team leadership. Proven ability to drive operational efficiency, ensure compliance, and support client financial independence. Strong background in managing branch operations, financial reporting, and implementing policies to enhance service delivery.

CORE SKILLS

- Financial Reporting & Analysis
- Loan Disbursement & Credit Management
- Team Leadership & Staff Supervision
- Client Relationship Management
- Budgeting & Account Reconciliation
- Financial Policy Development
- Microsoft Office Suite (Excel, Word, Access)
- Microsoft Dynamics (Finance ERP)
- Social Media & Communication

PROFESSIONAL EXPERIENCE

FINANCE OFFICER

Right Vision SL Limited – Freetown

- Developed and implemented financial policies and procedures in collaboration with senior leadership.
- Supported budgeting, forecasting, and financial planning aligned with organizational goals.
- Ensured compliance with internal controls and external financial regulations.
- Prepared monthly financial statements and conducted variance analysis.

CASHIER

Union Trust Bank, Freetown

January 2021 – June 2021

- Processed customer deposits, withdrawals, and payments with accuracy and efficiency
- Delivered excellent customer service while handling account-related inquiries
- Balanced cash drawer daily and reported discrepancies to supervisors
- Supported bank staff in ensuring smooth branch operations and compliance with banking procedures

BRANCH MANAGER

LAPO Microfinance Bank – Sierra Leone | Aug 2021 – Jul 2024

- Managed daily branch operations and supervised 7 staff members.
- Oversaw credit assessment, loan disbursement, and client monitoring.
- Conducted daily cash counts, reconciliations, and monthly financial reporting.
- Improved client retention and loan recovery through effective relationship management.

SALESPERSON

Family Business-Freetown, Sierra Leone | Jan 2023 – Dec 2023

- Promoted and sold products to customers, consistently meeting monthly sales target.
- Assisted customers in selecting items, provided detailed product information, and ensured high customer satisfaction.
- Maintained organized merchandise displays and restocked shelves as needed.
- Handled cash and electronic payments accurately.
- Built strong customer relationships to encourage repeat business and referrals.

EDUCATION

Bachelor of Science (BSc) in Banking and Finance – Honors

Institute of Public Administration and Management (IPAM), University of Sierra Leone | 2017 – 2021

LANGUAGES

- English (Fluent)

PROFESSIONAL OBJECTIVE

To leverage my expertise in financial services and Microfinance operations in a progressive organization that values innovation, accountability, and service excellence. Seeking to contribute to financial inclusion, operational efficiency, and long-term business growth.

REFERENCES

Available upon request.