



## Adeyeye Seyi Joseph

**Date of birth:** 17/09/1992 | **Nationality:** Nigerian (Nigeria) | **Phone number:**

(+234) 08165640942 (Mobile) | **Email address:** [adeseyison77@gmail.com](mailto:adeseyison77@gmail.com) |

**Address:** 22B Down Arab Mpape, 900246, Abuja, Nigeria (Home)

### EDUCATION AND TRAINING

20/11/2017 – 03/08/2021 Kwara, Nigeria

**B.SC PUBLIC ADMINISTRATION** University of Ilorin

14/10/2012 – 07/10/2015 Bida, Nigeria

**DIPLOMA (PUBLIC ADMINISTRATION)** Federal Polytechnic Bida

### WORK EXPERIENCE

08/09/2023 – CURRENT Abuja, Nigeria

**DATA-ENTRY OFFICER** MAX FILES LIMITED

- Performing data entry tasks, imputing, updating of bank customer records into Excel
- Sorting of individual and corporate accounts records
- Splitting and scanning of bank accounts records
- Boxing of bank accounts records

07/10/2021 – 20/10/2022 Porth Harcourt, Nigeria

**TEACHER IN A MONTESSORI SCHOOL** ISABELA MONTESSORI SECONDARY SCHOOL

- Teaching junior and secondary students Marketing & Security education
- Coaching and inspiring students via pep talks
- Graded and assessed junior and secondary students
- Prepared students reports and results

01/03/2023 – 31/05/2023 Abuja, Nigeria

**FINANCE INTERN** JAMES ADEWALE & CO

- Assessed company's assets register
- Cross-examined company's Trial balance sheet
- Computed and verified assets depreciation method
- Analyzed and validated company's income statements

### LANGUAGE SKILLS

Mother tongue(s): **YORUBA**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● DIGITAL SKILLS

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Data Visualization | Data Analysis | R statistical language | Microsoft Power Bi | Microsoft Excel | Python | Microsoft Office suite | Sharepoint | Machine Learning

## ● HONOURS AND AWARDS

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03/08/2021

**First Class Honours in Public Administration – University of Ilorin**

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03/08/2021

**Best Graduating Student, Department of Public Administration – University of Ilorin**

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03/08/2021

**MFMCF Scholar of the Year – MFMCF (Unilorin Chapter)**

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## ● NETWORKS AND MEMBERSHIPS

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07/01/2022 – CURRENT Porth Harcourt Chapter

**Data Science Nigeria (DSN)**

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## ● LEADERSHIP RESPONSIBILITIES/EXPERIENCES

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03/07/2022 – 31/12/2022

**Prayer Coordinator : Deeper Life Coppers Fellowship (DLCF)**

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12/07/2020 – 05/2021

**Vice President & Brothers Coordinator: Mountain of Fire and Miracles Ministries Campus Fellowship (MFMCF), Unilorin Chapter**

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10/06/2019 – 30/12/2019

**Maintenance officer: Mountain of Fire and Miracles Ministries Campus Fellowship (MFMCF), Unilorin Chapter**

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05/04/2016 – 17/09/2017

**General Secretary : Mountain of Fire Youth Church (MCMYC), Regional Headquarters Mpape Region 13**

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## ● VOLUNTEERING

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07/07/2022 – 01/08/2022 Rumuodara, Rivers State Nigeria

**S.O Mobile Evangelism Team**

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## ● RECOMMENDATIONS

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**DR (Mrs.) Iyiola Akindele** Senior Lecturer & Ex-HOD

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**DR Muhammed Bello Lawal** Senior Lecturer & HOD

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**Pastor D.S. Shuaibu** Senior Regional Overseer (R.O)

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