BANKOLE EBENEZER OLADIPUPO

08144181492 |Bankoleebenezer111@gmail.com|www.linkedin.com/in/

Professional Summary:

Organized and proactive professional with strong computer literacy and proficiency in Microsoft Office. Excellent organizational and social skills with experience in finance and record-keeping. Adept at meeting new people and providing exceptional customer service. Seeks challenging opportunities to leverage skills for organizational success.

Skills:

- Good communication

- Time management

- Teaching

- Self-motivated

- Data entry specialist

- Book Keeping

- Administrative assistance

- Ability to handle multiple tasks simultaneously and independently

- Confidentiality

- Microsoft tools

Professional Experience:

Adminstrative Assistant/ Financial Secretary

The Church of Jesus Christ of Latter-Day Saints

(April 2023 – April 2024)

- Assisting in project planning, monitoring deadlines, and ensuring project deliverables are met

- Serving as the point of contact for internal and external communications, drafting correspondence, and managing email communications.

- Coordinating meetings, managing executive schedules, overseeing office supplies and maintaining office equipment

-Organizing data and maintaining confidential files, databases, and records

- Reviewed all incoming invoices for accuracy before submitting them for payment processing.

- Prepared and maintained financial records, ensuring accuracy and compliance with applicable laws and regulations.

- Performed reconciliation of bank statements on a monthly basis.

- Managed daily cash flow activities including deposits, payments, transfers, and withdrawals

Class Teacher

Christ Bethel Academy

(November 2021 – February 2022)

- Dedicated junior school teacher with experience in classroom management.

- Fully committed to excellence in all aspects of teaching duties, including lesson and curriculum planning.

Education

Brigham Young University- Idaho (Online)

Bachelor`s Degree in Software Development

(2024 – 2026)

Certifications:

-Certificate in English Speaking

SmartTalk English Speaking Level Test from SmallTalk2Me (B2 Upper-intermediate)

-Certificate of Missionary Services

The Church of Jesus Christ of Latter Day-Saints

-Pathway Certificate

BYU Pathway Connect WorldWide