

# ABIADE, ROQEEBAH ADERONKE

*Email:* roqeebahabiade3005@gmail.com

*Telephone:* +234(0)7035924424

*Address:* No 10, Alubarika Estate, Bola town, Ojoo, Ibadan

---

Date of birth: 30th May, 1992  
State of origin: Oyo State  
Nationality: Nigerian  
Marital status: Single

## **Personal Profile**

An Accounting graduate with a passion and unwavering commitment to succeed. I am prepared to work alone or become an immediate team player all in the best interest of your organization.

## **Academic Qualifications and Certification:**

	PERIOD	INSTITUTION	QUALIFICATION	GRADE
<b>Academic Qualifications</b>	2014-2017	University of Ilorin, Kwara State.	B.Sc Degree	2:1
	2011-2013	The Polytechnic, Ibadan, Oyo State.	OND Certificate	2:1
	2008	Posit College, Ibadan, Oyo state.	WASSCE	Passed
	2002	HLA Primary School, Ojoo, Ibadan, Oyo State.	First School Leaving Certificate	Passed
<b>Certifications</b>	2018	The National Youth Service Corps (NYSC)	Discharge Certificate	Passed
	2013	BL Paulsen Resources, Ojoo, Ibadan. Oyo State.	Certificate in Microsoft Applications	Passed

## **Key Skills:**

- Microsoft Software Applications: Word, Excel, Office and Power Point
- Numerical and Mathematical competence.
- Strong Analytical skill.
- Excellent problem solving skill with the ability to pay rapt attention to details.
- Commendable track record of performance teaching Primary school students.

## **Strength:**

- Ability to reflect on one's own work as well as the wider consequences of financial decision.
- Organisational Skills and ability to manage deadlines.
- Excellent inter-personal relationship with superiors, colleagues and subordinates.

- Equally effective working alone as well as within a team environment.

### **Working Experience:**

PERIOD	EMPLOYER	POSITION	RESPONSIBILITIES
Dec 2017 – Oct 2018	Osun State Internal Revenue Service, Abeere, Oshogbo, Osun State. For The National Youth Service Corps (NYSC).	ICT/ Accounting Assistant Personnel	<ul style="list-style-type: none"> <li>- I assisted at the ICT Department with the preparation of floats, commissions and salaries.</li> <li>- I worked with excel, Microsoft word and Microsoft point in preparing various tasks given to me.</li> <li>- I also performed different accounting operations on the POS (Point Of Sales) Terminals distributed to various marshals for Tax collections within Osun State.</li> </ul>
June 2015 - Nov 2015	Office of The Accountant General, Oyo State Secretariat, Ibadan.	Internship	<ul style="list-style-type: none"> <li>- I acted as an assistant procurement officer.</li> <li>- I assisted in directing purchasing agents and buyers.</li> <li>- I assisted in interviewing vendors and negotiating supply agreements.</li> </ul>
Nov 2013 - July 2014	Reynolds Construction Company (RCC), Akingbile, Ibadan, Oyo State.	Internship	<ul style="list-style-type: none"> <li>- I assisted with the Preparation of daily records and messages and also sent them to the appropriate branches and headquarters.</li> <li>- I Performed bookkeeping /accounting duties and general administrative tasks.</li> <li>- I maintained confidential records and kept them up to date.</li> </ul>
Aug 2008– Aug 2011	God's Time Nursery and Primary School, Ibadan	Teaching.	<ul style="list-style-type: none"> <li>- I taught Primary 3.</li> </ul>

### **Hobbies**

- Reading, Travelling and Meeting people.

### **References:**

#### **Pharm. M.G Abiade**

CEO, Apeena Pharmacy

Tel: +234(8033588393)

Email: agbolamu@gmail.com

#### **Mr Mufutau Sofowope**

CEO, Password Logistics Ltd

Tel: +234(8033951200)

Email: msofowope20@gmail.com

#### **Mrs Mudashiru T.A.O**

CEO, Merit Travels events Ltd

Tel: +234(8063135764)

Email: olubukola011@gmail.com