ONIWIDE, BABATUNDE OLUWASEUN

28 Ahola Street, Isheri-Oshun, Off Jakande-Isolo Road, Alimosho, Lagos

PHONE: +2347036990602, +2347088998370

E-mail: tundeoniwide26@gmail.com

LinkedIn: https://www.linkedin.com/in/babatunde-oniwide-ba2458100/

Profile Summary:

Innovative and goal-oriented professional committed to professional development and expert leadership in business and finance.

I have excellent communication skills (both oral and written), highly proficient in the use of Microsoft office suites such as MS word, power point, excel and amiable with the use of any application software. I have developed and developing capacity in team building as a team player and a team leader.

My drive for growth and excellence coupled with positive attitude towards people, work and organizational goals is worthy of note.

Career Goal:

To become a chartered accountant and finance professional of great repute.

PERSONAL INFORMATION:

❖ Date of Birth: March 13, 1990

Hobbies: Reading

Languages Spoken: English and Yoruba.

ACADEMIC QUALIFICATIONS OBTAINED WITH DATE

2021 (In view) The Institute of Chartered Accountants of Nigeria

(Foundation Stage – in view)

2013-2014 The Polytechnic, Ile-Ife, Osun State

Higher National Diploma in Business Administration

2008-2010 The Polytechnic, Ile-Ife, Osun State

National Diploma in Business Administration

WORK EXPERIENCE:

July 2017 till date: Worldscreen Consults (A franchise of Multichoice Nigeria)

Ibadan, Oyo State

Post: Customer Support/Customer Accounts Officer

- Preparation of monthly reports of payments and customers' accounts reconciliation.
- Processing customers' payments and documenting orders.
- Checked expenses against budget controls and reconcile business accounts to address discrepancies.
- Communicating and resolving disputes with clients regarding outstanding invoices, payments, and adjustments.
- Relationship management, resolution of customers complaints.
- ❖ Handling and reconciliation of account payables and receivables.
- Providing assistance in carrying out periodic and year-end inventory audits.
- Providing tailor made solutions to device faults.
- Monitoring communications and responses to queries.
- Ensuring payments and records are accurate working with spreadsheets.

Jan. 2016 – June 2017: Tees Concept and Laundry Services

Outfit & Operations Manager

- Securing business lead
- Overseeing business operation and ensuring efficient service delivery

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Oct. 2014 – Sept. 2015: National Youth Service Corps/Victory Academy Makurdi, Benue State

Post: Teacher

Teaching and evaluating students' progress

March 2012 - February 2013: WORLDSCREEN CONSULTS Ibadan, Oyo State

Post: Front Desk Cashier

- Preparation of daily, monthly, and annual sales report.
- Updating customer information details.
- Handling office orders and supplies.
- Providing customer care support.
- Monitoring communication and attention to customer enquiries.

March 2010 - March 2011: BON-SAK ASSOCIATES (Architect and Civil Engineer)

Mushin, Lagos State

Post: Office assistant (Industrial Attachment)

- Attending to all phone enquiries
- Record keeping
- Fixed assets maintenance

CERTIFICATION

- ❖ Jobberman Accelerated Soft Skill Course. June 2021
- Institute of Management Leadership and Productivity Development (IMLPD). July 2015

MICRO SOFT APPLICATION:

- M.S excels. 2007,2010 & 2013
- M.S word
- Power point

SKILLS

- Emotional intelligence.
- Effective Communication.
- Teamwork.
- Problem solving.
- **❖** Adaptability.

REFEREES:

Available on Request.