

AKINTOLA YETUNDE ESTHER

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PERSONAL PROFILE

I have a diploma in marketing, a member of institute of strategic management (ISMN) and BSc in accounting. I am a young professional who wants to pursue career development and achieve organizational goals/objective, a young lady who is passionate about my career, a self-starter, pace setter, has the ability to work under pressure also tuned to adapt to any working situation and environment, over the years I have been able to develop the necessary skills and passion required for career development.

I have passion for Banking, Administration, and Human Resource Management. I am knowledgeable in Policy and Strategic Management, Administration and Implementation, Management, Wages and Salary Administration, Talent and Performance Administration and Management. I am very resourceful, a good team player/manager, teachable, a solution provider and also follow procedures duly. I work within given timelines and quite exact too. My attention to detail and attitude of excellence is a character trait that cuts across my personal and corporate life. Also have profound knowledge of Microsoft Office application (Word, Excel and Power Point), internet navigation I am an asset to any forward thinking organization and I can bring the thinking of the global and contemporary 21st Century to improve my corporate environs. My leisurely interest includes reading human resources/business related magazines, playing indoor games, swimming and listening to music.

BIO DATA

Date of Birth: 21-09-1983

Marital Status: Single

Nationality: Nigerian

Gender: Female

State of Origin: Ogun State

Language: English and Yoruba

AREA OF SKILL AND COMPETENCES

- Good team player
- Good people and management/supervisory skills
- Good interpersonal and communication skills
- Administrative/ secretarial skills (filing, inventory control, stock taking, etc.)
- Teaching skills
- Facility management skills
- Multi-tasking ability

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

YEAR	CERTIFICATE/COURSE	SCHOOL
2010	B.SC IN ACCOUNTING	OLABISI ONABANJO UNIVERSITY,AGO IWOYE, OGUN STATE
2010	MEMBER OF INSTITUTE OF STRATEGIC MANAGEMENT(ISMN)	INSITUTE OF STRATEGIC MANAGEMENT.(ISMN)
2003	DIPLOMA IN MARKETING	OLABISI ONABANJO UNIVERSITY ,AGO IWOYE,OGUN STATE
2000	WEST AFRICAN SENIOR SCHOOL CERTIFICATE(NECO)	OFIN HIGH SCHOOL, SAGAMU, OGUN STATE
1999	WEST AFRICAN SENIOR SCHOOL CERTIFICATE (WAEC)	METHODIST COMPREHENSIVE COLLEGE, SAGAMU, OGUN STATE

PAID WORKING EXPERIENCE

ONE MEDIA STUDIOS, AARE, BODIJA, IBADAN

CUSTOMER SERVICE/HUMAN RESOURCE/PERSONAL ASSISTANT

NOVEMBER 2014- DECEMBER 2017

The duty of the above roles has to do with building relationship with customers, staff and vendors for the growth of the company. These include

- Building relationship with customers for retention
- Building relationships with staffs to encourage motivate and also build them up.
- Paying salaries as at when due
- Getting data base for customers and staff
- Scheduling of meetings
- Filing of documents
- Sending or organizing training for staff

PIXELS DIGITAL SYSTEMS LIMITED, BODIJA, IBADAN

PROCUREMENT OFFICER

JUNE 2013-SEPT 2014

Duties:

- Responsible for Order Placement Timing, Supply/ Demand Alignment, Material Replenishment and Supplier Performance.
- Managing the procurement supplier relationships for the company.
- Ensuring the adequate supply of all required materials, components and equipment.
- Sourcing the most affordable materials for the company's process.
- Projecting stock levels.
- Delivering cost savings to company.
- Developing sourcing strategies.
- Involved in selling off excess, damaged and inventory and stock.

PIXELS DIGITAL SYSTEMS LIMITED, BODIJA, IBADAN

ACCOUNT OFFICER

AUGUST 2011-MAY 2013

The account executive officer has responsibility for all the functions that deal with the needs and financial activities of the organization. These include

- Record and post all financial transactions into the accounting system on a daily basis.
- Review and consolidate expense reports from all units on a monthly basis.
- Process salary schedule as forwarded by the HR.
- Obtain approvals and disburse cash and other payments to suppliers, contractors and employees as required.
- Perform any other duties that may be assigned by the head of finance (financial controller).

PIXELS DIGITAL SYSTEMS LIMITED, CHALLENGE, IBADAN

HEAD OF OUTLET

AUGUST 2010-JULY 2011

Starting a new branch in challenge

RESPONSIBILITIES

- Selecting the staff to work with.
- Choosing a location.
- Making awareness.
- Getting customer for the new branch.
- Going through customer data base to locate customers within reach.
- Going for photographers meeting.

PIXELS DIGITAL SYSTEMS LIMITED, AGO IWOYE, OGUN STATE

HEAD OF OUTLET

FEBRUARY 2010-JULY2010

I was the branch manager / supervisor for Ago Iwoye Branch.

RESPONSIBILITIES

- Management of back office staff and branch logistics
- Supervision and monitoring of branch operation office staff to ensure compliance with policies and regulation
- Administration and filing
- Liaise with Finance Department for any administrative or accounting issues in the branch.
- Daily banking.
- Prepare all documents required for internal or external audit.
- Any other duty assigned to me by my supervisor.

PIXELS DIGITAL SYSTEMS LIMITED, AGO IWOYE, OGUN STATE
CUSTOMER SERVICE OFFICER
AUGUST 2008- JANUARY 2010

My invaluable contribution to being a customer service officer in pixels digital system has made it easy for us to communicate with students and the town as part of them.

Responsibilities:

- Consistently generated additional revenues by utilizing thorough product knowledge and friendly sales technique to up sell picture package specials and event packages.
- Successfully compiled a customer database for the outlet.
- Handled customer billing and payments, inquiries and complaints; all of these in a friendly and professional manner.

REFERENCES

DR KENNY SOYEMI
OLABISI ONABANJO UNIVERSITY
PMB 2002, AGO IWOYE, OGUN STATE
08055204969

DR A. OGUNBODE
UNIVERSITY COLLEGE HOSPITAL, IBADAN, OYO STATE
08023258010

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