

DADA, OLAYINKA ESTHER

D13, ITESIWAJU 2, WAKAJAYE, OFF-IWO ROAD, IBADAN.

Mobile: 08166236889: Email: dadaolayinka2019@gmail.com

PROFILE SUMMARY

A graduate of Business Education (Accounting Option) committed to a course of assisting in the solving of challenges faced in any organization where I work. I seek a platform where the skills I have gained thus far can be best utilized. I have predominantly accounting inclinations. I am receptive and always ready to learn.

PERSONAL DETAILS

- Sex: *Female*
- Date of Birth: *20th March, 1994*
- Marital Status: *Single*

EDUCATION

Tai Solarin University of Education, Ijebu-Ode. Ogun State. 2014-2018

B.Sc (Ed)Business Education (Accounting Option)

Second Class Honors, Upper Division

Moshood Abiola Polytechnic, Abeokuta. Ogun State. 2010-2012

ND Accountancy

Ibadan City Model College, Oyo State

2004-2010

Secondary School Certificate Examination (WASSCE)

WORK EXPERIENCE

SHEBA INTERNATIONAL SCHOOL, (NYSC) KWARA, NG. 2018-2019

Class Teacher

Responsibilities:

- Responsible for ensuring that all students fully comprehend the taught curriculum
- Providing support for students who required extra guidance
- Adopted distinctive teaching methodologies and documented all lessons
- Maintaining discipline in the classroom

NIGERIAN CHRISTIAN CORPERS FELLOWSHIP, KWARA, NG. 2019

Financial Secretary

Responsibilities:

- Recording, balancing and presentation of the organisation's accounts.

- Documentation of all the financial transactions in the organisation.
- Audited the fellowship zone's financial reports.
- Maintained appropriate confidentiality of all the organisation's accounts

VANGUARD PHARMACY, IBADAN, NG.

2017

Cashier and Sales representative

Responsibilities:

- Detailed documentation of daily sales
- Worked using Retail-Pro application
- Operation of Point of Sales (POS) machine for payment.
- Was in charge of placing orders for restocking of the organisation's goods upon request.
- Customers Service.

YEMFUNK EMMA VENTURES, IBADAN, NG.

2016

Sales Representatives

Responsibilities:

- Receiving of cash, recording of sales made and issuing out receipts to Customers

TRAININGS/CERTIFICATIONS

Human Resource Management Course
(Impactiverse Consult Nigeria LTD)

2019

CORE SKILLS

- Proficient in Microsoft Word, Excel and Power Point
- Team Spirit, Communication skills, Leadership skills and Problem solving
- Efficient Multi-tasking
- Fluent in English and Yoruba

HOBBIES

Travelling, Reading, Singing, Sewing

REFERENCES

Available on request