

# GBADEYAN, Oyeleke Abolaji

Contact Address: No 2, Ogunmola's Compound, Behind Olarem Petrol Station, Bashorun, Ibadan, Oyo State, Nigeria.

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## CAREER OBJECTIVE

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- To fit into a set-up where a creative and dynamic Individual can learn, contribute and improve the work standard of an organization.

## PERSONAL DATA

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Date of Birth:	6th October, 1990
Sex:	Male
Marital Status:	Single
State of Origin:	Kwara
Local government:	Irepodun

## EDUCATION

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Osun State University, Osogbo, Osun State.	2014
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### **B.Sc Accounting (Second Class Honors: Upper Division)**

G-next Resource Center, Oro, Kwara State.	2009
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### **Diploma in Desktop Publishing and Information Technology**

Oyun Baptist High School, Ijagbo, Kwara State.	2008
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### **Senior Secondary Certificate Examination (SSCE)**

Oro Nursery and Primary School, Oro, Kwara State	2002
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### **First School Leaving Certificate (FSLC)**

## **WORK EXPERIENCE**

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➤ **Nigeria Immigration Service, Oyo State Command, Ibadan**

**Graduate Office Assistant – NYSC**

*(Aug/2014 – Aug/2015)*

**Responsibilities:**

- Assisting in handling all aspect of planned publicity.
- Assisting in dealing with enquires from the public, the press and related organisation.
- Assisting in organizing promotional events such as press conference, tour and visit.
- Typing of Monthly report of the section.

➤ **Finger Chops Bakery, Effurun, Delta State**

**Accountant**

*(Apr/2016 – Mar/2017)*

**Responsibilities:**

- Develop, implement, modify and document recordkeeping and account system making use of computer software
- Establish tables of account and design entries to proper accounts
- Providing internal auditing services
- Preparing daily, weekly and monthly reports
- Trace loop-hole that could serve as a threat to the company from production to the finished product
- Keeping proper inventory records.
- Preparing of Monthly Staff Salary Schedule.
- Report to the management regarding the finances of the company

## **PERSONAL ATTRIBUTES**

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- Leadership Skills
- Ability to Inspire Work force
- Highly organised with effective time management skill
- Ability to Work with little or no supervision.

## **AWARDS**

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- Certificate of Service Presented by Anglican Student. Fellowship, Osun State University, Okuku Campus Chapter as Welfare Officer (Brother) 2012.
- Certificate of Recommendation Presented by G-next Computer College as the Overall Best Student 2009.

## **CORE COMPETENCIES**

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- Computer Literacy: Sound knowledge of Microsoft Word, Excel, Power point, Instant Artist etc.
- Proficiency in the use of Internet.

## **HOBBIES**

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Computing, Swimming, Reading of Motivational Books, Also, I like to explore new places.

## **REFEREES**

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1. Dr. Oluwaremi Feyitimi  
Lecturer,  
Department of Accounting,  
Faculty of Management Sciences,  
Osun State University, Osogbo.  
Tel: 08033995219  
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2. Adetunji Olufemi O. (Mr)  
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