

# OLORUNTOBA LYDIA TOSIN

Address; No 5, Itesiwaju street, wire and cable, Apata, Ibadan, Oyo state.

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Telephone; 08162564488.

## **PERSONAL PARTICULARS**

Date of birth:	7th February 1994
Sex:	Female
Marital status:	Single
Religion:	Christianity
State of origin:	Ondo
Local government area:	Akoko North West
Nationality:	Nigerian

## **EDUCATIONAL INSTITUTIONS ATTENDED**

	<b><u>YEAR</u></b>
❖ Faith nursery and primary school , Odo-ona, Ibadan.	1996 - 2000
❖ The Lord's gift nursery and primary school , Ibadan.	2000 - 2003
❖ Celestial church High School Joyce 'b' road Ibadan	2003 - 2009
❖ Adekunle Ajasin University Akungba Ondo State	2011 - 2016

## **DISCIPLINE**

Accounting B.sc (Hons)

## **GRADE**

Second class (lower division)

## **CAREER OBJECTIVE**

To maximally contribute to the progressive development and growth of the organization by examining, analyzing, and preparing financial records and statements while also enjoying job satisfaction.

## **SKILLS**

- ❖ Microsoft office package (word, excel, power point).
- ❖ Excellent written and verbal communication.
- ❖ Supportive team member and good interpersonal skills.
- ❖ Target and result oriented.
- ❖ Entrepreneurial skills

## **WORKING EXPERIENCE**

<b>Organization</b>	<b>Post Held</b>	<b>Period</b>
❖ National museum of Unity Ibadan.	Industrial trainee	2014
❖ Hope secondary school, Warrake, Edo State (NYSC)	Commerce, Business studies and Marketing teacher	2017
❖ Gentlemen's Quarters global services Ibadan	Cash officer/ Stock keeper	2019

## **RESPONSIBILITIES**

- ❖ Preparing personal emoluments cards of staffs and organizing journal entries.
- ❖ Posting items of expenses in their respective vote book
- ❖ Preparing National housing fund (NHF) card of the staffs.
- ❖ Daily reports of stock balance across business network.
- ❖ Daily reconciliation of expenses, purchase orders as well as of report of stock balance at close of business at month end.
- ❖ Report on supplies and vendor/food stands across business network.
- ❖ Input and analysis of stock received and distribution.
- ❖ Secretarial and administrative roles.

## **HOBBIES**

- ❖ Travelling and touring new places
- ❖ Cooking
- ❖ Sewing

## **REFEREES**

Dr. AMOS OLORUNIPA  
Curator, National Museum of Unity,  
Ibadan, Oyo State.  
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