

# ADEDEJI, BALIKIS ABIMBOLA

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## Professional Profile

*An Efficient accuracy driven administrative officer successfully at delivering key clerical support to internal teams, customers, vendors & other stakeholders. Able to successfully handle increasingly difficult responsibilities and specific in using job related software (Ms Office Suite, Database, Online Invoice). Proven ability to deal with and resolve incoming calls as well as complaints.*

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## Education and Qualifications

**B.Sc.** *Economics* (Osun State University, Oshogbo, Osun State) **2018**

**Relevant Course Work:** *Managerial Economics, Operation Research/Research Analysis, Project Management, Administration.*

- Other Certification:**
- Jobberman Soft Skills Training Certificate – **2020**
  - National Youth Service (NYSC) Discharge Certificate – **2019**
  - Diploma Certificate in Desktop Publishing – **2015**
  - Leadership and Management Skill Professional Certificate – **2019**
  - Project Management Professional - **2020**
  - Certificate In Mastering Communication Skills - 2021

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## Experience

**2019 – 2020** **ADMINISTRATIVE OFFICER, Asset Matrix Instrumentation Automation & Control System, Lagos State.**

- Provided excellent customer service via telephone, email and written correspondence and recorded minutes of meetings.
- Prepared presentations, proposals, quotes, purchase orders, invoices& sales contracts, reports, memos, letters, financial statements using word processing spreadsheet database.
- Set up and oversaw administrative policies and procedures for Asset Matrix & its sisters companies.
- Reviewed and maintained confidential documents and files, assisted in payroll management for 10+ employees, and scheduled and coordinated meetings, interviews and conferences.
- Prepared and remitted monthly PAYE and VAT returns,CAC annual returns and other statutory regulatory.
- Performed general office duties such as ordering supplies, maintaining records, clients management database system & as well performed basic bookkeeping work.
- Met with individuals, special interest groups, vendors& others on behalf of executives and board of directors.
- Maintained proper records of financial transactions and post same into Wave Accounting software.

### Key Achievements:

- Provided exceptional support to managers and co-workers, hence boosted the overall efficiency by 25%.
- Initiated and implemented best and effective practices in administrative functions.
- Cultivated long term, strategic partnerships and alliances with customers that yield high returns as well as elevated company presence.
- Worked on the development and implementation of wave accounting software which significantly increased the efficiency of financial teams.
- Provided original content management for the company's website.
- Pioneered the Usage of log forms and Pass cards for the visitors to the MD to control entry and for official record purpose.
- Implemented a successful updated training program for new office employees to help improve staff

retention rate to 79 percent.

**2019 - Present      FINANCIAL ADVISOR (Part Time), ARM LIFE PLC, Ikeja, Lagos State.**

**Key Achievements:**

- Communicated with clients and coordinated short- and long-term strategies for portfolio management.
- Prospected for new clients through face to face contacts in the community, phone calls and referrals.
- Researched, created and presented investment presentations.
- Recommended investing products and services that are suitable for clients
- Calculated premiums and established payment methods on proposal forms.

**2018 - 2019      ACCOUNTANT (NYSC), Egbeda Local Government Secretariat, Ibadan, Oyo State.**

- Management accounting (costing, variance analysis etc
- Manage account receivables and payables.
- Reconcile invoices received with departmental billings.
- Ensure compliance with tax matters and liaise with tax authorities.
- Prepares and update monthly payroll with the use of spreadsheets.
- Preparation and remittance of monthly PAYE and VAT to relevant tax authorities.
- Monthly stock taking and valuation.
- Keeping track of all income & expenditure.

**Key Achievements:**

- Achieved recognition for best account officer among team of 7 at Egbeda Local Government during my service year.

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**Core Competencies**

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| • Phone Etiquette                            | • Digital Content Development (Social Media)        |
| • Online Sales and Marketing                 | • Customer Service Support (CallCentre Operations). |
| • Productivity & Performance Management      | • Organization Skills/ Strategic Planning           |
| • High Attention to Detail/ Prioritization   | • Knowledge of Office Administrative Procedures     |
| • Online Invoice Software                    | • Financial Reporting                               |
| • Excellent Communication (Written & Verbal) | • Resourcefulness                                   |
| • Editing & Proofreading                     | • Research & Analysis                               |
| • Advocacy & Teaching                        | • Expert in Microsoft Office Suite(Word, Excel,     |
| • Team Work/Leadership                       | PowerPoint, Outlook, Access)                        |

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**Leadership Roles**

Project Manager-	Wave Accounting Software Installation & Implementation – 2020
Instructor -	Trained four interns during a period of company expansion ensuring that they pay explicit attention to company policies & minutes details. -2020
Supervisor -	Organized & Supervised office management activities.
Facilitator -	Sustainable Development Goals(SDG) , 2019
Project Leader –	Osun State University, Oshogbo Nigeria – 2018
Secretary -	Adewale Youth Forum, Ikorodu, Lagos - 2017
Computer Instructor	Syscom Technologies Limited, Ikorodu, Lagos      - 2017

**Volunteer Experience**

- Brainly - Online STEM Tutor, London      2020 - Present
- International Model United Nations, India - Campus Ambassador Intern- 2021 - Present
- Certificate of Participation as volunteer - Sustainable Development Goals (SDG), Ibadan      - 2019 -
- Teens Flight Magazine & Development Coach - Facilitator, 2011 - 2019
- Office Manager - Bosatec Computer Institute, Lagos,      2014