

OGUNSOLA VICTORIA TEMITOPE

Residential Address: 23, Elebu Street, off Ijaye Road, Moniya, Ibadan, Oyo State.

E-mail address: adeyemovictoria6@gmail.com

Telephone: +234[0]-903-4492-718, +234-812-3402-409.

BIODATA:

Date of Birth: 14th October, 1993
Place of birth: Osun state.
Sex: Female
Marital status: Married
State of Origin/LGA: Osun State/Odo-Otin.
Nationality: Nigerian.

PROFESSIONAL SUMMARY:

I am a Service-oriented Accountant and a teacher. Core competencies include ability to communicate fluently in English Language, innovative ability as well as excellent time management skills. I handle tasks effectively with accuracy and efficiency under less or no supervision. Also, I have the ability to relate with existing members of the organization towards achieving organizational goal(s).

EDUCATION QUAFICATIONS/ CERTIFICATIONS:

- Certified (ISO 9001:2008) Quality Assurance and Quality Control (2016)
- Certified (ISO 90001:2008) Quality, Health, Safety and Environment(HSE1-3-2016)
- Certified (ISO 9001:2008) Facility Manangement and Maintenance(2016)
- Certified (ISO 9001:2008) Project Management (2016)
- Certified Sage One - Sage Business Cloud Accountant Edition (2018)
- Bachelor of Science, Accounting, Osun State University-**Second Class Upper** (2011-2015).
- National Youth Service Corps (2016).
- Institute of Chartered Accountant of Nigeria Professional Qualification. (**In View**).
- Victory Scientific Comprehensive High School, Iragbiji, Osun State. (2003-2009).
- St Francis, Nursery and Primary School. (1994-2003).

SKILLS:

Education and Training;

The knowledge I recouped from education and training exposed me to managerial functions such as planning, controlling and Monitoring. Also, it gives me wide range of understanding of the functions and usage of business management solutions, customer's relations and others.

Language; I understand and speak Yoruba and English languages fluently.

Time Management; Time is a limited resource; I make the best out of the little I get.

Computers and Electronics; I have good hands on computer system and applications; I use software applications such as MS Office, and can use business solutions such as; QuickBooks, Peachtree and Accounting Sage One for business management.

WORK EXPERIENCES:

- FINANCIAL ACCOUNTING AND BUSINESS STUDIES TEACHER(Oct 2018 – June2021)

VICTORY MONTESORRI INTERNATIONAL COLLEGE, OSOGBO, OSUN STATE.

Activities: Educates on funds management, Financial Accounting and Business Studies

- ACCOUNTANT (Feb 2018-Oct2018)

MEDESSY ENTERPRISES LIMITED(NGride), AJAH, LAGOS.

Activities: i. keeps all financial records of the company.

ii. Prepares the management account and financial statement for the month ended.

iii. Files and computes the companies Income Tax (CIT) and Value Added Tax (VAT).

iv. Creates invoice for the customers.

- ACCOUNTANT (Nov 2016 - Dec 2017).

DEEPER LIFE CAMPUS FELLOWSHIP, OSOGBO, OSUN STATE.

Activities: i. Collect and deposit money into accounts, disburse funds from cash accounts to pay bills, keep records of all receipts and payment of the thirteen DLCP regions in the state.

ii. Ensures all resources including human, machines and materials are efficiently and effectively utilized.

iii. Prepares the financials including bank reconciliation statement.

- CLASS TEACHER: NATIONAL YOUTH SERVICE CORP (Oct2015-Oct2016).

MORATASUDE SENIOR SECONDARY SCHOOL KAIAMA, KWARA STATE.

Activities: i. Modifies the general education curriculum for students based on varieties of instructional techniques and instructional technology.

ii. Established and enforced rules for behavior and policies and procedures to maintain order among students.

iii. Observe and evaluate students' performance, behavior, social development, and physical health.

iv. Maintain accurate and complete student records, prepares reports on students' activities as required by the school.

REFREE:

1. **MR OYEYEMI EMMANUEL.**

Head of Department,

Art and Social Science,

Victory Montessori International College Osogbo.

+234[0]-803-7815-881.

2. **DNS. OLATUNJI BUNMI.**

Proprietress,

Victory Montessori International college Osogbo.

+234[0]-806-3577-917