

OGUNTOKI AKINLEYE DAMILARE

14, Jinnarere Street, Alaja Area, Iyana church,
Iwo Road, Ibadan.

Email: oguntokiakinleye@gmail.com

Tel: 08169846208, 08116646397.

CAREER OBJECTIVE:

To pursue a highly rewarding career, seeking for a job in a challenging and healthy work environment where i can utilize my skills and knowledge efficiently for organizational growth.

PERSONAL INFORMATION:

DATE OF BIRTH: 19 July, 1995
SEX: Male
MARITAL STATUS: Single
NATIONALITY: Nigerian
STATE OF ORIGIN: Oyo State
LOCAL GOVERNMENT: Egbeda
RELIGION: Christian

PERSONAL QUALITIES:

Resourceful, Enthusiastic and Conscientious candidate. Focused with well developed Team spirit, Organized and Attentive to Details with Demonstrated Mediation. I am Multitasking and Goals Oriented while contributing to the greater good of the organization.

WORK EXPERIENCE AND POSITION WITH DATE:

2018-2019 CORP'S MEMBER (NYSC)

Ode Omi Community Grammar School, Ode Omi, Ogun Waterside, Ogun State.

- I teach Economics SS1- SS2
- I teach Business Studies JSS1-JSS3
- Organize debate and Quiz between classes.
- Motivate and impact knowledge about value of education.

2018-2019 PRESIDING OFFICER (ELECTION)

Independent National Electoral Commission (INEC), Ogun state.

- I took in-charge of all activities including polling, sorting and counting of votes as well as the announcement of election result at my polling unit in the General Election held in Nigeria.
- I took in-charge of all activities including polling, sorting and counting of votes as well as the announcement of election result at my polling unit in the Governorship Election held in Ogun state, Nigeria.

2017-2018 MANAGER

Samxtonkay Autolinks Enterprises, Agodi gate, Ibadan.

- Coordinate and supervise daily business activities
- Coordinate daily customers service operations.
- Monitor and maintain store inventory.
- Motivate staff to perform their best.

- Communicate with customers and evaluate their need.
- Generating report, hiring employees and improving revenue.
- Analyzing accounting and financial data.
- Research emerging products and used information to update stock.

2014-2015 ADMIN/ACCOUNT OFFICER (INDUSTRIAL TRAINING)

Samxtonkay Autolinks Enterprises, Agodi gate, Ibadan.

- Recording of day to day transaction.
- Conduct clerical duties, including filing, answering phone calls and preparing document
- Perform accounting tasks, including invoicing and budget tracking
- Managing the stock card and assist in sales of goods.
- File and update customers and suppliers transaction records.

PROFESSIONAL MEMBERSHIP

- Chartered Institute Of Bankers Of Nigeria (Member)
- The Institute Of Chartered Accountants Of Nigeria (Member)

EDUCATION QUALIFICATION OBTAINED WITH DATE:

2018-2019

NYSC Corps Member, Ogun state

2015-2017

The Polytechnic Ibadan, Oyo state.

Higher National Diploma in Banking and Finance

2012-2014

The Polytechnic Ibadan, Oyo state.

Ordinary National Diploma in Banking and Finance

2009-2011

Victor College, Iyana Church, Wakajaye, Iwo Road, Ibadan.

National Examination Council (NECO)

2006-2008

God is Able College, Wofun, Olodo, Ibadan.

Junior Secondary School Certificate

1998-2005

Rising Nursery and Primary School, Iyana Church, Iwo road, Ibadan.

First School Leaving Certificate

INTEREST AND HOBBIES:

Reading, Traveling, Music, Football, Movie

REFEREES

Mr Oladeji Harun A

C.E.O (Oladeji Harun Global Venture)

Tel: 08086255284

Mr Subaru

Lecturer

The Polytechnic Ibadan (Banking and Finance Department)

Tel: 08033294143