

AKINTOLA BOYENLE ZAINAB

No 3,Adekola Layout,
Basorun. Ibadan,
Oyo state.
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Career Objective To contribute to the creative organizational climate, where the diverse interests of management and workers are harmonized such that my personal goal is realized in the pursuit and attainment of the broad organizational goals of the company.

Personal Profile Integrity and discipline, good interpersonal relationship, effective use of initiative, creative thinking, physical and mental alertness, self-motivated and target-oriented, resourceful and hardworking.

Personal Data

State of Origin: Oyo State

LGA: Ibadan North East

Nationality: Nigerian

Sex: Female

Marital status : Single

Date of Birth: 16/12/1993

Hobbies: Reading, solving arithmetic, sports, motivating people in achieving great things, travelling learning new things, singing and making friends.

Education

Osun State University, Osun State. 2013-2017
Bsc.Ed In(Economics Education)
Second Class Honours (Upper Division)..

Best Brain College, Ibadan. 2004-2010
Senior School leaving certificate (WAEC & NECO) 'O' Level.

Best Brain College Ibadan, Oyo State. 2004-2010
Best Brain Nursery and Primary School Oyo State. 1995-2004
First School leaving certificate.

Certification

Senior School leaving certificate (WAEC & NECO) Ordinary Level May/June, 2010.

Association of Accounting Technicians (AAT) December, 2016

Bsc.Ed In (Economics Education) Second Class Honour (Upper Division) August/September, 2017.

Teachers Registration Council of Nigeria (TRCN) February 2018

NYSC discharge certificate

March,2019.

Institute of Chartered Accountant of Nigeria

In view

Computer Skills

Microsoft Word, Excel, Point.

Communication and Interpersonal Skills

Fluent

Language Proficiency

English and Yoruba Fluent

Work Experience

Fresh Springs Farm Iwo, Osun State.

August, 2017-April 2018

BUSINESS DEVELOPMENT EXECUTIVE/STOCK OFFICER

- Prepare, examine and analyze accounting records, financial statement and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- Develops in-house applications to improve departmental and overall administrative efficiency e.g performing monthly and annual accounting activities.
- Directed the creation and implementation of a business continuity plan and the management of audit plans.
- Trains and gives continual support to every cadre(operations) i.e The Director, Branch Managers, Senior Managers, Operation Managers of the organization in order to effectively use all necessary information based on privileges given.
- Achieving sales target through strategic selling processes and sales plan.
- Maintaining and developing a positive corporate image and reputation.
- Followed up new business opportunities and setting up meetings with clients.
- Strategized ways to build market share, increase revenue and acquired success through innovative developments

Command Secondary School |Mbiri, Delta State.

April 2018

Financial Account Teacher

- Developing, presentation and analysis of lesson plan
- Recording of Results
- Providing assistance in finance department
- Other administrative function in the department
- All other functions as assigned by the superior

National youth Service Corps Mbiri, Delta State.

November 2018

Community Development Service President

- Manage and Organise the CDS group.
- Trains and gives continual support to Mbiri Market Square about Environmental Sanitation.
- Enlighten Villagers about Environmental Sanitation and Personal Hygiene.
- Co-organiser of Environmental and Personal Hygiene Seminar for CSSM Students (Mbiri Delta State)

ROYALHUGS EMPIRE SURPRISES COMPANY**Customer Care Representative**

April 2019 – December 2020

- Received calls and provided friendly advice to a diverse clientele, promoting the company's customer-oriented image.
- Helped customers and merchants identify services/products that is suitable for their needs and occasion.
- Gave accurate information to answer questions, troubleshoot issues and resolving complaints.
- Kept records of inventory and cash received and provided to the management.

SERGE PHARMACY AND SUPERMARKET

January 2020- June 2020

- Closely monitor the inventory movement and maintain data base.
- Responsible for monthly management reporting and review of stock
- Perform self-review of work to identify problems and possible solutions and good communication with the store manager.
- Assisted in the monthly close process to ensure timely and accurate retail financial statement
- Prepare general ledger journal entries, ensuring that all entries have appropriate supporting documentation.
- Comply with internal controls to protect the assets of the company

Extra-Curricular Positions

Assistant Music Director In church- RCCG, (November, 2016), Auditor during service year-NCCF(2018), Co-Developer and Organiser of praise Concert in CSSM(Mbiri, Delta State)

References

Available on Request.