

ADEBISI, Timileyin Glory

16, Unity Quarters, Lakoto-Ajibode, Ibadan, Oyo State.

Tel: 08163753432

Email: adebisitimileyin94@gmail.com

OBJECTIVES

A distinctive graduate in Finance with over three years hands on experience in record keeping, inventory taking & management, cash management, and bank reconciliation. Possesses practical and academic skills in financial statement analysis, management of payables and receivables account. Focuses on continuous career growth and development through professional certification and licenses keen to join and learn from a dynamic team of professionals in executing effectively critical tasks and decisions in line with organizational vision for growth along with enhancing career development.

EDUCATIONAL QUALIFICATIONS

Institution	Qualification Obtained	From	To
<i>Federal Polytechnic, Ede</i> Ede, Osun State, Nigeria.	HND in Banking and Finance	2018	2021
<i>Federal Polytechnic, Ede</i> Ede, Osun State, Nigeria.	National Diploma in Banking and Finance	2014	2016
<i>Government Technical College</i> <i>Osogbo, Osun State, Nigeria</i>	Senior School Certificate	2008	2011
<i>Laro Grammer School</i> Osogbo, Osun State, Nigeria.	Junior School Certificate	2005	2007
<i>Hope and Faith Nur.&Pry. School</i> <i>Osogbo, Osun State, Nigeria</i>	Primary School Certificate	1999	2004

WORK EXPERIENCE

Company/Organization	Position	Job Description	From	To
Community Grammer School, Emure-ile Owo, Ondo State. (NYSC)	Economics Teacher	<ul style="list-style-type: none">- Preparing lesson plan.- Grading of assignments and tests.- Communicating frequently with parents and faculty members to provide feedback and discuss instructional strategies.- Supervising learning groups of students in classroom stations.- Planning and implementing integrated lessons to meet national standards.	2021	2022



Tony Adegua Limited, Oju Ore, Ota, Ogun State.	Cashier & Assistant Account Officer	<ul style="list-style-type: none"> - Perform treasury functions of handling & controlling all cash and bank transactions - Performs Staff Payroll Account Management - Reconciliation of all transactions for timely completion of financial reports. - Reconciling receivables & payables account. - Keeping Petty Cash records - Daily updating of the cash book using excel. - Carries out other tasks as assigned by the Head of Department 	2020	2021
Abbeydenero Integrated Cocept (ADIC) Ajah, Lagos State.	Cashier	<ul style="list-style-type: none"> - Attending to customers - Processing the customers cash, transfer or POS payments. - Recording of daily sales (both cash and credit). - Balancing of my account at the end of each day. 	2019	2020
Mak owoeye Pharmacy Akure, Ondo State.	Cashier	<ul style="list-style-type: none"> - Processing the customers cash, transfer or POS payments. - Recording of all daily expenses. - Recording of daily sales (both cash and credit). - Balancing of my account at the end of each day. 	2017	2018
Bake and Taste Eatery Ilesa, Osun State.	Supervisor	<ul style="list-style-type: none"> - Taking of stock daily. - Managing my duty Staffs - Tasting the food sent from the kitchen before displaying it. - Making sure there is prompt customer service 	2016	2017
Electro Copier Limited Osogbo, Osun state.	Computer Operator	<ul style="list-style-type: none"> - Typing of documents using MS-word and MS-excl - Making photocopies, Laminating and Binding documents. 	2013	2014
Peace Soap Limited Alekuwodo, Osogbo, osun state.	Sales Attendant	<ul style="list-style-type: none"> - Taking customers orders and processing the orders. - Taking the opening and closing stock on a monthly basis 	2012	2013

PROFESSIONAL SKILLS

- Proven ability to learn and adapt fast, strong analytical skills and an excellent team player.
- Competent user of Internet and Microsoft Office (Word & Excel) applications.
- Intermediate knowledge and professional in the use of accounting software
- Exceptional leadership and management skills
- Excellent communication and inter-personal skills

LEADERSHIP EXPERIENCE

SUG Audit Committee Chairperson, Federal Polytechnic, Ede. (2019)

NABAFS Electoral Committee Financial Auditor (2019)

LANGUAGES

English and Yoruba

REFEREES

Available on request.

