

ALALADE, ABIDEMI ESTHER

45, Ifedolapo Street, Olorunsogo, Ibadan, Oyo State.

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Professional Profile

A committed and driven B.Sc. Business Administration Graduate with sound understanding of Business Administration, coupled with vast knowledge in information and communication technology, utilizes sound organization and planning skills to deliver assignments within set time-frames and to a high-quality standard. Also possess a strong leadership quality, team player, excellent communication and interpersonal skills, creative and analytical thinking ability.

Education and Qualifications

B.Sc. Business Administration (Olabisi Onabanjo University, Ago Iwoye, Ogun State) **2019**
SSCE WAEC/NECO (Jesus the Rock College, Ibadan, Oyo State) **2015**

Other Certification: • National Youth Service (NYSC) Discharge Certificate – **2021**

Graduate Research:

- The impact of entrepreneurship education on graduate unemployment in Ogun State – **2019**

Experience

2020 – 2021 **FINANCE ADMINISTRATOR (NYSC), Ife South Local Government, Ile-Ife, Osun State.**

Here, I worked hand in hand with the chief auditor in achieving the following:

- Ensures the local government secretariat complies with internal regulations and established control protocol.
- Examines documentation, including reports, bank statements, records, and memo to gather information.
- Reconciles financial documentation with actual inventory or assets to ascertain accuracy.

This secretariat served as my place of primary assignment during my 1-year of National Youth Service (NYSC).

2020 – 2021 **TEACHER, Granduer Secondary School, Olode, Osun State.**

At this school, I taught Financial Accounts and Commerce, prepared lesson plans and curriculum, administered tests/examinations and evaluated results. I also assisted with the smooth running of the school by working with the administrative units of the school.

Personal Skills

- Initiative
- Problem Solving
- Adaptability
- Research
- People Management
- Time Management
- Planning
- Leadership
- Presentation
- Creativity
- Analytical
- Calculative.

Key I.T. Skills

- Microsoft Office
- Online Sales and Marketing
- Digital Content Development (Social Media)
- Call Center Operations (Customer Service Support).

Other / Personal Details

Interests include: Researching, listening to music, fashion design, travelling, teaching, reading and writing

Date of Birth: 29th September, 2000

State of Origin: Oyo.

REFERENCES:

Available on request.