

# **Latona, Oluwabunmi Motunrayo**

*No6, Lateef Ali Street, Orogun Ibadan, Oyo State.*

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**PROFILE:** An innately proactive and fast in learning person who has developed a matured and responsible approach to any task that she undertake, or situation that she's presented with.

## **EDUCATION**

2009-2015

**Ladoke Akintola University of Technology, Ogbomoso, Oyo State.**

B.TECH.Management & Accounting (2<sup>nd</sup> Class Lower)

- Course work included financial accounting, Entrepreneurship, Business Decision Analysis, Financial Investment Management, Multinational Business Finance, Technology, Policy and Law, and Management Information System.
- Wrote on "Effects of Company Income Tax on Revenue Profile in Nigeria" Unpublished B.tech. Thesis, Department of Management and Accounting, 2015.
- Resourceful member of Nigerian Association of Accounting Students (NAAS student chapter, LAUTECH).

2002-2008

**Shiloh High School, Ibadan, Oyo State.**

- Senior Secondary Certificate Examination(O levels)
- Liberian prefect and worked with a team of eight other prefects to manage over 200 students.
- Treasurer: Jet Club 2007/2008, Distinct Jubilee International College, Ojoo, Ibadan.

## **WORK EXPERIENCE**

Mar 2016-Oct 2016 NYSC Secretariat. (Obafemi Owode Local Government Owode Egba, Ogun State.)

### **Graduate Intern**

- Maintenance of financial records.
- Maintenance of invoice files, check register and use tax obligation.
- Collect & research information on assigned matters.
- Coordinate monthly clearance of coppers in the Local Government.
- Organized and manage the day to day running of office affairs.

Nov 2015-Feb 2016 Quad Farm. ( Someke village Owode Egba, Ogun State.)

- Cash in-take and recording.
- Account keeping.
- Prepared financial reports on sales made and expenditures incurred to the managing director.
- Prepared salary accounts at the end of every months.
- Maintains an efficient filing system.

July 2013-Jan 2014 NISER (Nigerian Institute of Social and Economic Research, Ibadan)

**Industrial Attachments**

- Dispatched memos to other departmental units.
- Internal audit of goods brought to the store of the institute.
- Market survey with the internal auditors.
- Records Keeping. (Typesetting, receiving & dispatching of memos and other official documents to various units).

**TRAININGS/ CONFERENCES**

- The Role of the Industrial Training Fund (ITF) In Human Resources Development in Nigeria under SAP anchored by P.Amoole (NISER, 2013)

**SKILLS**

**IT/Computer Literacy.**

- Proficient user of the Microsoft office software suite (Word, Excel and power point).
- Highly skilled internet user.

**Skilled Communicator (Oral and in writing)**

- Prepared and made several presentations to coppers as an assistant coppers liaison officer.
- Anchored several team meetings and seminars in the past.

**Teamwork.**

- Executive member of Independent Corrupt Practices and Other Related Offences Commission (ICPC) Unit in the community development Programme.

**INTERESTS**

Reading, Singing and meeting people.

**REFERENCES**

Mr. Ayoade Adedeji  
Credit Analyst Manger  
MTN Nigeria, Lagos State  
08032001401  
[ayomon@yahoo.co.uk](mailto:ayomon@yahoo.co.uk)

Mrs JA Famakinwa  
Townplanner  
Ori-ade Local Government  
Ijebu/ Ijesha  
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