

ADENUGA, OLOLADE OLUBUSOLA

11, Didun Street, Off Baale, Bonojo, Ijebu Ode, Ogun state, Nigeria
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SUMMARY

Ololade holds a Master of Science degree in Entrepreneurship education and a Bachelor of Science (Education Major) degree in Accounting. For about six years, she has had basic experience of practicing her skills by working with different schools and organizations. She is very effective and efficient in administration and record keeping. As a pastime, she also interprets edits and proof reads pieces of write-ups done in English and Yoruba languages in which she is very fluent (oral and written). She also has working proficiency in pidgin English.

PERSONAL INFORMATION

MARITAL STATUS: Single
SEX: Female
NATIONALITY: Nigerian

SKILLS AND EXPERTISE

- Account and Entrepreneurship teaching
- Accounting, Administrative and Auditing practice
- Data Interpretation, Presentation and Reporting (*MS – Excel, MS – Word, MS – PowerPoint*)
- Editing and proof reading of write-ups done in English and Yoruba languages
- Fluency in oral and written **English** and **Yoruba** languages
- Working proficiency in Pidgin English

EDUCATION

University of Ibadan, Ibadan, Nigeria	
M.Sc. Entrepreneurship Education	2016
Tai Solarin University of Education, Ijagun, Ogun state, Nigeria	
B.Sc(Ed) Accounting	2010
Our Lady of Apostles Secondary School, Ijebu Ode, Ogun state, Nigeria	
Senior Secondary Certificate	2004

WORK EXPERIENCE

Position:	Administrative/Account Staff	June, 2014 to May 2015
Organization:	Victocom Farms Ltd, Rasanwa, Ijebu Ode, Ogun state, Nigeria	
Responsibilities:	<ul style="list-style-type: none">• Records of daily production of eggs• Records of raw materials (feeds)• Records of sales (income) and expenses• Prepared the staff monthly statement of salary• In-charge of other administrative operations	

Position: Assistant Accountant **Sept 2012- July 2013**

Organization: Olive Branches Schools, Osogbo, Osun State, Nigeria

Responsibilities:

- Prepared debtors' list, drafted reminders and notice of payments for debtors
- Issued receipts to pupils and students who paid school fees
- Kept financial books of records
- In – charge of sales of exercise books, uniforms, sport wears and cardigans to students and pupils
- Wrote reminder and notice of payment to the debtors
- Performed any bank transactions on behalf of the school

Position: Assistant Bursar **July 2011- May 2012**

Organization: Osogbo Grammar School [Senior], Osogbo, Osun State, Nigeria

Account Section (National Youth Service Corps [NYSC])

Responsibilities:

- Assisted in the preparation of staff monthly payment vouchers
- Issued receipts to students who paid school fees
- Kept financial books of records
- Wrote reminder and notice of payment to the debtors
- Performed any duties delegated by the management

Position: Treasurer **Dec. 2011- Mar. 2012**

Organization: Nigeria Christian Corpers' Fellowship, Osun State, Nigeria

Responsibilities:

- Assisted in preparing the monthly financial report
- Issued expenses vouchers to the executives in charge
- Recorded incomes and expenses of the fellowship
- Disbursed cash through voucher by the president or general secretary of the fellowship
- Performed any duties delegated by the President and/or the general secretary

Position: Audit Staff **Jan 2011- June 2011**

Organization: Olukayode Olupayimo & Co, Ijebu Ode, Ogun state, Nigeria

Responsibilities:

- Analyzed bank statement of auditing clients
- Vouched cash book and the bank statements
- Prepared and managed petty cashbook

Position: Account Teacher **Jan. 2010-Mar. 2010**

Organization: Ogbogbo Baptist Grammar School (Senior), Ogbogbo, Ogun state

Responsibilities:

- Taught the Accounting to S.S. 2 students with prepared notes of lessons
- Marked and recorded students' scripts using pre-prepared marking scheme
- Effective teaching of rudiments of account which the students had been yearning to know for a long time

REFEREES

Professor M.O. Akintayo

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