

# ADEKOLA OLUWABUKUNMI ABOSEDE

## CONTACT

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08107129224, 08024668871  
Delay road owode estate apata Ibadan.

## SKILLS

Transferable Skills , time management,  
Multitasking Management Skills Problem  
solving skills Typing skills Good  
communication skills Ability to work under  
pressure/ fit in Very Skilled In Excel, MS  
Word and Outlook Strong Analytical Skills  
Detailed oriented Versatile In MS word,  
Excel and Outlook Leadership skills  
Multiline Phone system Fast learner  
Customer service attitude Hospitality and  
Interpersonal Skills Attention to details  
Team work

## INTERESTS

Reading  
Singing  
Traveling  
Exploring

## EDUCATION

The oke Ogun polytechnic saki  
2018  
Accounting  
H.N.D

The polytechnic Ibadan  
2015  
Accounting  
O.N.D

ST. Teresa college oke ado Ibadan.  
2011  
SSCE

Success Achiever int. School  
2005  
PSLC

## OBJECTIVE

Accounting graduate with over 1+ years of experience providing administrative support to up to 50 staff member1. Possess strong multi-tasking skills, with ability to simultaneously manage various projects and scheduled. Increased efficiency by 43% by turning company into a paperless environment. Exceptional customer service with 2+ years of customer satisfaction. Possess practical knowledge in cooperate meetings, accounting and business administration. Ability to work perfectly under pressure and strong analytical skills. An organized professional with proven teaching, guidance, and counselling skills. , excellent team work abilities and dedication to meet and exceed all goals.Operational knowledge in computer applications. (MS Word and MS Excel

## EXPERIENCE

### SAINT TERESA'S COLLEGE, OKE ADO, IBADAN

2019 - 2020

CLASS TEACHER (NYSC)

Taught classes with a total of 20 students each term.

Ensured that all students fully comprehended the taught curriculum and provided support to students who required extra guidance

Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students

Set and mark assignments and set examination questions as well as assessing the work and progress of students

Promoted student engagement by using a broad range of teaching techniques and methods in order to inspire and motivate learning

Kept up to date with the latest developments in my field

Participated and contributed in the selection of materials and supplies for theoretical and practical curriculum

Provided feedback to students and parents on academic performance

### ACHIEVEMENTS

Improved Student grades by 70%

Tutored student who have trouble keeping up in classes and engaged them in extra reading which increased their knowledge by 40%

## CUSTODIAN ASSURANCE COMPANY, IBADAN

2019 -

### SALES ADVISOR

Talked to clients to determine their expenses, income, insurance coverage, financial objectives, tax status, risk tolerance, or other information needed to develop a financial plan.

Answered client questions about financial plans and strategies and giving financial advice.

Advised strategies for clients in insurance coverage, investment planning, cash management and other areas to help them reach financial objectives.

Analyzed financial data received from clients to develop strategies for meeting clients' financial goals.

Implemented financial plans or referring clients to professionals who can help them.

Managed and updated client portfolios.

Contacted clients regularly to discover changes in their financial status.

Built and maintained your client base

### ACHIEVEMENTS

Maintained electronic and paper files properly which decreased the loss of file by 30%

Increased office efficiency by 43% by turning company into a paperless environment

## Zilt Investment

2022 -

### FRONT DESK EXECUTIVE

Reporting to management and performing administrative duties

Answering customer questions

Offering customer service

Keeping the front office clean

Answering all incoming calls

Welcoming of guest in appropriate manner

## REFERENCE

### Mr. Azeez Lecturer - "The Oke Ogun Polytechnic "

The Oke Ogun Polytechnic Lecturer  
07032297033

### Mr. Ojeniyi Adewale - " The Oke Ogun Polytechnic"

Lecturer  
08062370496