

OMOYENI CHRISTIANAH OLADOKUN

Address: 12, Ajao street, Agbowo Express Ibadan, Oyo State

Date of Birth: November 27, 1991 | **Marital Status:** Married | **State of Origin:** Oyo

Email: omoyenioladokun@gmail.com | omoyenioladkun4@gmail.com

Mobile: +234803094373, +2347035415471

EDUCATION

Ladoke Akintola University of Technology, Ogbomoso, Oyo State

January 2011 - April 2016

B. Tech – Accounting Technology

Second Class Upper (Hons) Division

School of Sciece, Okeho, Oyo State

September 2005 - July 2008

WASSCE, NECOSSCE

Ismog Community Grammar School, Okeho, Oyo State

September 2002 - July 2005

St. Michael Nursery/Primary School, Okeho, Oyo State

September 1996 - July 2002

Primary School Leaving Certificate

EXPERIENCE

ADMINISTRATIVE OFFICER

May 2019 - August 2019

Animal Welfare Veterinary Service, Ibadan, Oyo State

- Ensured adequate compliance to company's rules and regulations
- Drafted, reviewed and proofread office documents
- Good respondent to clients' questions professionally and courteously
- Performed office administration and clerical duties

ACCOUNTS INTERN (NYSC)

April 2018 - March 2019

Bursary Department, Federal University of Agriculture, Abeokuta, Ogun State

- Assisting in the preparation of budget & corps members' payment vouchers for 2019
- Inputting of payment voucher and transaction on REMITA and GIFMIS
- Preparation of reconciliation account of bank statement and bank book
- Receiving and dispatching of mails and commitment on vote book

ACCOUNTANT

April 2017 - October 2017

Arojo Human Pharmacy, Obantoko, Abeokuta, Ogun State

- Collection of both cash and payment cards from customers
- Issuing of payment receipts to customers for goods collection
- Reporting accounting information on a daily basis to the manager
- Supervising the sales personnels

ASSISTANT ACCOUNTANT

July 2015 - December 2015

Arojo Veterinary Clinic & Pharmacy, Eleweran, Abeokuta, Sagamu, Ogun State

- Assisting with budget preparation
- Preparing financial document such as invoice, bills and accounts payable and receivable
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source
- Resolving errors in financial reports and correcting faulty reporting methods
- Sorting financial document and posting them to the proper accounts

ADDITIONAL SKILLS

- Account Management • Analytical Skills • Communication Skills • Customer Relationship Skills • Industry Networking
- MS Office Packages • Operational Analysis • Organizational Skills • Problem Solving Skills • Research Skills
- Strategic Planning/Analysis • Time Management

LEADERSHIP POSITION

- | | |
|---|-----------|
| • Financial secretary, FUNAAB Corpers Forum. | 2018 |
| • Assistant General Secretary, Odeda LGA SERVICOM CDS Group, Abeokuta, Ogun State | 2018 |
| • Financial Secretary, Oore ofe Oluwa Baptist Church Ushering Unit, Ogbomoso, Oyo State | 2015-2016 |
| • General Secretary, Ebenezer Baptist Church Lydia Unit, Okeho, Oyo State | 2008-2010 |

HOBBIES

- Meeting People • Reading • Sewing • Traveling

REFEREES

Based on Request