

Damilola A., Alabi
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PROFILE

- Excellent ability to utilize the right blend of soft and technical skills to get the job done.
- Able to apply critical thinking, interpersonal skills, common sense judgment, and a persevering work ethic to remain focused in multidisciplinary team environments.
- Good accounting and business knowledge and reasoning ability in resolution of financial problems.
- Ability to manage a high volume of work flow, when required and to thrive in a fast paced environment while still maintaining a high level of accuracy and attention to detail.
- Strong communication (both verbal and written), analytical and problem solving skills.

EDUCATION

Bachelor of Science in Management and Accounting from Obafemi Awolowo University, Ile-Ife, Osun State, Nigeria (2nd class upper honours).

- Thesis Title: Effect of Human Resource Information System on Human Resource Management in an Organization
- Relevant Courses: Financial Accounting, Management Accounting, Marketing, Human Resource Management, Operation Management, Taxation, Auditing, Public Sector Accounting, Business Law, Company Law, Financial Management, International Accounting Standard, Public Finance, Management Information System.

Federal Government College, Ogbomoso, Oyo State (2003-2009).

- West African Senior School Certificate Examination (WASSCE)

PROFESSIONAL EXPERIENCE

Teacher/Bursar, National Youth Service corps (March 2016 – April 2017)

- Plan, prepare and deliver instructional activities that facilitate active learning experience
- Develop scheme of work and lesson plan
- Establish and communicate clear objective for all learning activities
- Responsible for management account of the school
- Provides payroll information by collecting attendance.

Research Assistant, Obafemi Awolowo University, Ile-Ife, Osun State, Nigeria (May 2013 – June 2014)

- Data collection, analysis and Interpretation.

Chief Executive Officer (CEO), Students' Professional Bureau of Management, Department of Management and Accounting, Obafemi Awolowo University (OAU), Ile-Ife, Osun State. (April 2013 - May 2014)

- Presides over the organization day to day operation.
- Motivate and work in team with the other managers.
- Marketer for Nigeria Institute of Management [NIM]
- Decision Making
- Organize Professional trips to corporate Organizations

Sale Representative, Nigeria Institute of Management (April 2013-May 2014)

- Communicates the importance and benefits of the professional certification to prospective members
- Maintain and expand the database of prospects within OAU.

COMPUTER SKILLS

- Proficient user of desktop computational tools including Excel, Word and PowerPoint.
- Knowledge and demonstrated experience with Peach tree Accounting Software Package.
- Familiarity with Internet usage and e-mail packages.
- Tried and tested ability to operate in Microsoft windows environment.

LEADERSHIP/VOLUNTEER EXPERIENCE

Peer Educator for Youth Rescue Club; Association for Reproductive and Family Health (ARFH), Ikolaba GRA, Ibadan, Oyo State. Financial secretary (Aug 2009-Mar 2013)

- Organize and present educational talks.
- Conducts awareness/discussions on HIV/AIDS and related topics.
- Provide support to peers.

Vice Chairman of software training committee, Department of Management and Accounting, OAU.

- Assist the Chairman.
- Coordinate the welfare of the trainee.

Branding team, department of management and accounting, OAU.

- Ability to think creatively and innovatively.

CERTIFICATES

- Nigeria Institute Of Management
- ICAN (In-view)
- Leadership conferences
- Adolescent Reproductive Health

OTHER RELEVANT SKILLS

- Ability to interpret and apply policies and procedures.
- Ability to perform accounting / mathematical calculations rapidly and accurately.
- Excellent customer service skills required for dealing with internal and external clients.
- Instinctive problem solver equipped with versatile analytical skills and ability to make decisions and recommendations.
- Excellent verbal and written communication skills.

INTEREST/HOBBIES

Reading, Learning New Things, Meeting People.

REFERENCES AVAILABLE UPON REQUEST

