

# Bakinde Ayobami Micheal

7, Alafia Street, Off Ayilara Estate, Oluyole Ibadan, Oyo State

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## CAREER SUMMARY

I am a self-motivated individual with a year of experience as a bursar and six months of experience as a guest house manager. Customer oriented problem solver with demonstrated ability to adapt to situations. A proven team player who is attentive to details and produces high-quality results. Expertise includes; achieving goals, planning, strong communication skills, problem-solving ability, possessing excellent organizational skills and capable of efficient time management.

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## EDUCATION

- **EKITI STATE UNIVERSITY, ADO EKITI STATE**

2012 – 2017 Bachelor of Science in Accounting

- **THE VOICE INTERNATIONAL COLLEGE, OTA, OGUN STATE**

2010 – 2012 West African Senior School Certificate Examination (WASSCE)

- **PRINCE AND PRINCESS COLLEGE, IJOKO, OGUN STATE**

2006-2009 Junior School Certificate Examination (JSCE)

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## PROFESSIONAL EXPERIENCE

- **NYSC – Ministry of Finance, Oyo State** July 2018 – June 2019

I was posted to reconciliation unit, we ensure that two sets of records, usually the balance of two accounts are in agreement. Also to ensure the accounting system reflects the correct transactions.

- **Goodness of God Group of Schools, Akure, Ondo State**

I was the school Bursar responsible for the strategic management of the school finances and other functions such as human resources and facilities management.

- **AJ Guest House Ado, Ekiti State**

I was the manager of the guest house with the duty of running the day-to-day activities of the organization and achieving the organizational goals and objectives.

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## **CORE COMPETENCE**

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- Ability to work quickly and efficiently.
- Good interaction skills.
- Clear and informative verbal and oral communication skills.
- Willingness to learn new skills.
- Ability to multi-task effectively.
- Proactively working as a member of a team.
- Strong interpersonal skills.
- Always adhering to organizational procedure, best practices and customer service guidelines.

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## **REFEREES**

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Pastor Bakinde James  
Clergy and Entrepreneur  
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