

FOLAKEMI ADEYEYE

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PERSONAL DATA

Nationality: Nigerian
Marital Status: Single
Dob: 28/02/1995

PROFILE

Detail-oriented, efficient and organized professional with extensive experience in accounting systems. A solid multi-tasker with great hierarchical capacities, combined with a critical universal presentation prompting an elevated level of information in cross-culture and interdisciplinary approach.

Technical Skills: Microsoft Office Suite

CORE COMPETENCIES

- Analytical Skills
- Customer Service Orientation
- Research Skills
- Account Management
- Adaptability & flexibility
- Management Skills
- Competitive Intelligence
- High level of Integrity
- Problem Resolution Skills
- Adaptive Team Player
- Communication Skills
- Good Interpersonal Skills

EDUCATION DETAILS

University of Ibadan School of Business

- Masters in Business Administration (MBA) 2021

Tolumi the fashion people (TFP)

- Diploma in fashion 2020

Bowen University, Iwo, Osun State

- B Sc. (Hons.) Accounting (Second Class Lower) 2015

Baptist Model High School, Ijegan

- West African Senior School Certificate Examination (WASSCE) 2011

Ultra International School, Ijegan

- First School Leaving Certificate 2004

WORK EXPERIENCE

Fashion Intern

Aug 2021 – Oct 2021

House of Habbybah

- Order supplies and research trends and current fashions, buy fabrics and pull together accessories to complement created pieces.
- Assist with fabric cutting and sewing, pattern making and setting up the show room.

- Plan for upcoming sales, events and product launches for clothing .

Sales Team Lead

Dec 2018 – May 2019

Dashaka Green Village

- Mobilize workers in charge of marketing and sales for the distribution of the company's product
- Keep records of the inflow and outflow of cash Stock keeping
- Assist managers in sales strategy development
- Communicate deadlines and sales goals to team members
- Develop strategies to promote team member adherence to company regulations and performance goals

Accountant

May 2014- June 2014

Seg Mashen Company.

- Input receipt of payment of work done into Peachtree
- Provides financial information to management by researching and analyzing accounting data; preparing reports
- Make sure auditor's signature is on all invoice before disbursement of cash
- Prepares Asset, liability and capital account entries by compiling and analyzing account information

Okobo Comprehensive School

Nov 2016-Oct 2017

Account Teacher

- Create an environment oriented to trust, open communications, creative thinking and cohesive team effort
- Draft lesson note ahead of the week and present to the principal for evaluation and review
- Teach courses in business administration and management, such as accounting, finance, human resources, marketing and operations research

Referees

Excellent Referees Available Upon Request