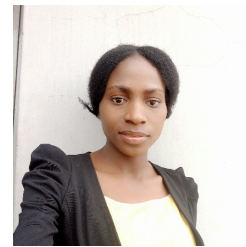


# BAMIDELE JUDITH KEHINDE

@ awolusikehinde03@gmail.com  
08167257890 , 08126108161

No 2, First Gate, Owode Estate, First Gate, Apata, Ibadan, Oyo State



## OBJECTIVE

I am careerist with proven academic and circular achievement characterized with purpose, creativity, exceptional communication skills, good team spirit, strong problem solving ability, relationship management and ready to offer services which is resourceful, self-motivated and results oriented all in a bid to complete any given assignment to high standards and also to enhance my professional skills, capacities and knowledge in an organization which recognises the value of hardwork and trust me with responsibilities and challenges.

## EXPERIENCE

January  
2022 - July  
2022

**ZARTECH LTD, BODIJA, Ibadan, Oyo State.**  
ACCOUNTANT

### Key Responsibilities

- Prepared monthly income and expenditure.
- Prepared stock valuation on weekly basis.
- Documented all cash and Pos transactions and all transfers done.
- Documented all daily expenses and expenditure.
- Monthly Auditing.
- Prepared staff's salary on a monthly basis.

November  
2021 -  
December  
2021

**ZARTECH LTD, Bodija, Ibadan, Oyo State.**  
CASHIER

### Key Responsibilities

- Attended to customers daily.
- Handled cash, POS or cheque transactions with customers.
- Bagged items carefully.
- Balanced account and remit money daily. .

April 2021 -  
August  
2021

**LADAF NIGERIA LIMITED, Abeni House, Ring Road, Oyo State.**  
ACCOUNTANT/CUSTOMER SERVICE REPRESENTATIVE

### Key Responsibilities

- Kept daily financial records.
- Met with customers to typeset, print, scan, use Microsoft word, Excel and Corel draw.
- Made account for the company on a daily basis and at the end of the month.

February  
2019 -  
March 2020

**ACCESS BANK, PIC, Ketu, Ikosi, Lagos State.**  
DIRECT SALES EXECUTIVE

### Key Responsibilities

- Worked with customers to find what they want, create solutions and ensure a smooth sales process.
- Moved from different location to another opening accounts for the masses monthly and sold retail products and services to customers.
- Assisted customers in knowing the condition of the accounts monthly and worked as a middle man between the customer and the Bank.
- Gathered feedbacks from customers.

October  
2018 -  
January  
2019

**CAPRICORN DIGITAL LIMITED, Muritala Muhammad Way, Airport, Ikeja, Lagos State.**  
CUSTOMER SERVICE REPRESENTATIVE.

### Key Responsibilities

- Communicated with clients and customers about their experiences using the Baxi POS device.
- Answered clients or customers questions about proper usage, operating and accessing the devices.
- Listened to customer or client complaints and worked to resolve it.

June 2017 -  
April 2018

**KEBBI STATE HOME SAVINGS & LOANS, MORTGAGE BANK. Birnin Kebbi, Kebbi State. (NYSC)**

ADMINISTRATIVE OFFICER/LOAN CLERK (NYSC) Kebbi State Home Savings & Loans, Mortgage Bank. Birnin Kebbi, Kebbi State. (NYSC)

**Key Responsibilities**

- Worked together with co-team officer to assist customers in checking their account balances.
- Assisted customers in knowing the condition of the accounts monthly.
- Provided customers with necessary documents needed for each type of loans: overdrafts, mortgage loans and short term loans.

## EDUCATION

2014 - 2016

**OLABISI ONABANJO UNIVERSITY**

BSC IN ACCOUNTING

SECOND CLASS (LOWER DIVISION)

2010 - 2012

**OLABISI ONABANJO UNIVERSITY**

DIPLOMA IN BUSINESS ADMINISTRATION (ACCOUNTING OPTION)

DISTINCTION

## SKILLS

- Ability to organize clerical work, administration, and control systems, perform a variety of detailed functions and meet established deadlines and excellent customer service skills. •Quick learner with good grasping ability, Action-oriented and result-focused. •Dynamic and enthusiastic person with good written and verbal communication skills. •Good work organization, time management skills and ability to work under pressure.

## PERSONAL DETAILS

- Date of Birth : 21-10-1992
- Marital Status : Married
- Nationality : Nigerian

## PROFESSIONAL QUALIFICATIONS

- •Entrepreneurship Management Skill. **(EMS) 2018**
- Human Resource Management **(HRM) 2018**
- Institute Of Chartered Accountant Of Nigeria **(ICAN) Skill Level 2017**
- Institute of Strategic Management, Nigeria **(ISMN) 2017**
- Global Leaders Leadership Academy **(GLLA) 2016**
- Management Information System  
**{Auto Computer Training Institute} 2014**