OGI-OLU MOSEBOLATAN SAYO

Mailing Address: 10 Jesus is Alive building Opposite Anchor of Faith oil and gas, Yidi, Jagun, Ibadan, Oyo State.

E-mail Address: sayofunmi649@gmail.com Phone No: 081-585-573-19

PERSONAL SUMMARY

I am an innovative and adaptable individual, with a pro-active approach to changes and demand. A meticulous commitment to teamwork dynamics, with the ability to contribute expertise and follow leadership directives at appropriate times.

HIGHLIGHTS:

- Adaptable and teachable, with a virtuous learning attitude.
- Exceptional Time ManagementSkills.
- Proficient in computer documentation and the use of Microsoft Office tools for administrative presentations and documentations.
- Work effectively in a team, both as a leader and a team member, proven through successful group projects and field works at university and in previous employments.
- Good communication and interpersonal skills.

BIO DATA

- Date of Birth 2nd February, 1997
- Place of Birth Ilorin, Kwara State
- State of Origin Kogi
- Local Government Area Yagba West

ACADEMIC CERTIFICATIONS

• National Open University of Nigeria 2013 – 2018

BSc. Accounting - Second class upper

De Ayo International College, Ibadan, Oyo State
 2007 – 2013 WAEC, GCE)

Marvellous High School

No 10, Ogun funmilayo Layout, Jagun, Ibadan **Teacher** January 2020 – till date

Duties:**

Proper research and documenting of lesson notes in accordance with the scheme of work for each term.

Ensuring students are well impacted with the best knowledge in regards to the subject taught by communicating appropriately and disseminating information in the best possible way.

Promotion of sound academic and moral upbringing as it is required that both attitude and aptitude is needed for a high altitude.

Ensuring that there is peace and tranquillity in the school..

Sobic and Company Microfinance Bank

Sobic Place E9/2358A, Orisunbare Avenue, Sawmill, Old Ife Road, Ibadan, Oyo state Credit Officer
May 2018 – July 2019

Duties:****

Coordinate with the Head, Daily Department and Accounts Department, the prompt disbursement of funds and assure distribution among members.

Actively participate in the credit committee for review and approval of loans for clients and daily credit groups.

Providing clients with a full range of banking services.

Jemeco Limited

Zaccheus Adeyemi Complex, IBEDC Office, Alakia, Ibadan, Oyo State.

Administrative Assistant

January 2016 - December 2016

Duties:****

I was in charge of the official documents that concerns the company and I strategized on how to keep office files safe, arranged and well organized.

I checked the incoming and the ougoing mail of the company regularly, I replied all the pending mails with the permission of the unit head.

I ensured prompt payment of salary of every worker in the organization without any omission of any worker.

West African Examination Council

Waec Junction, Ibadan, Oyo State.

Checker

June 2015

Duties:*****

I checked every parcel I was assigned to adequately and make sure there was no

mistake in the process of marking and recording.

I brought to observation of our team leader situation whereby students were being shot

marked or marks were being omitted.

I ensured all parcels were submitted to their subject officer by the order in which I was

given and every error I came in contact with were corrected.

INTERESTS AND ACTIVITIES:******

Catering, Event planning, travelling and swimming. I spend my leisure socializing to

expand my network and improve my communication skills.

REFREE:*****

Name: MrAyodeji

Designation: Account/Audit & Tax

Compliance Officer

Address: Gabriel Irabor &co.

Woji,PortHarcourt

Contact: 08137499543