

DHIKRULLAH, RAHMOT OLUWAKEMI

No7, Laditi street, Benjamin Junction, Eleyele Ibadan ,Oyo State.

E-mail:Rahmotallaholuwakemi@gmail.com; Tel: 08168374715, +2347045161728

EXECUTIVE SUMMARY

A Well-Motivated and detailed-oriented individual seeking for a challenging position in a reputable organization to expand my knowledge, skills, and experience to enable me to develop my career.

EDUCATION

Ekiti State University, Ado-Ekiti, Ekiti State. 2015-2019
Bsc Economics

AWARDS & HONORS

B.sc (Hons) Economics 2021
Senior Secondary School Certification Examination 2014

CERTIFICATION

- Chartered Financial Analyst 2021
- Institute of Chartered Accountant (ICAN) -Foundation Level 2021

SKILLS

- Good IT skills, especially Excel, MS Office.
- Corel draw
- Effective Communication
- Product development
- Teamwork
- Clients Relation
- Problem Solving

WORK EXPERIENCE

Account Assistant

**Ministry of Works, Oyo State Road and Maintenance Agency (OYSROMA),
Eleyele, Ibadan, Oyo State.**

2021-Present

Account and Finance Department:

Responsibilities

- Monitoring daily communications and answering any duties.
- Ensuring payments, receipts, amounts and records are corrects.
- Working with spreadsheets, sales, purchase ledgers and journals.
- Preparing petty cashbook and statutory accounts.
- Recording and filling cash transaction.
- Bank reconciliation.
- Processing expense requests for the accountant to approve.

Founder**Drokem Collection, Ibadan, Oyo state.**

2019 till date

Responsibilities

- Strategic Thinking and Improving Business processes
- Products Idea and Execution
- Using online social media site for development and sales increasement
- Attending events and forum
- Identify and drive the areas of new business opportunity

VOLUNTEERING

Member, Feed the Vulnerable Families Foundation (FTVF)

2021 till date

LEADERSHIP

Faculty of the Social Sciences Association of Muslim Students' Certificate of Service as the Vice President

2018

REFEREES:

Available on request