

ADEBAYO IFEOLUWA, OGUNDOKUN

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Objective

I am a goal driven recent graduate of accounting seeking a full-time position in finance where I can lend my analytical skills to help your organization improve her profitability. Eager to learn, and begin my career in this dynamic industry

Personal Details

- Date of Birth : 09/09/1992
- Marital Status : Single

Skills

- Microsoft Office Proficient
- Sage Business Cloud
- Graphic Design
- Quick Learner
- Time Management
- Analytical Skill
- Business Etiquette
- Team Player
- Organization Skills

Experience

- **Taghini Foods** April 2020 - December, 2020
Account Clerk
 - Act as a Cashier, verify receipts and deposits
 - Preparing and maintaining accounting records
 - Taking and keeping of store records such as bin cards, invoices
 - Receiving and issuing of inventories in and out of the store
 - Ensure the store is well organized and orderly
- **Federal Staff School Birnin Kebbi** 2019 - 2020
Financial Accounting and Business Studies Teacher
 - Implementing behavior guidelines
 - Preparing class activities, using various teaching methods
 - Assigning homework, giving tests, and monitoring student academic performance.
- **Goodness and Mercy College, Lanlate** 2017 - 2019
Mathematics Teacher
 - Implementing behavior guidelines
 - Preparing class activities, using various teaching methods
 - Assigning homework, giving tests, and monitoring student academic performance.

- **New Era Microfinance Bank**
Bank Teller/Customer Relation Officer
 - Serves customers by completing account transactions
 - Accepting deposits of both cheques and cash and validating deposit slips
 - Answering customer questions about basic banking services, such as account balances and interest rate and fees
 - Attending customers issues and complaints
 - Building customer relationships
- 2013 - 2015

Education

- **The Oke-Ogun Polytechnic Saki**
Accounting/HND
Distinction
2015-2017
- **The Polytechnic Ibadan**
Accounting/ND
Upper Credit
2011-2013

Certifications

- **Developing Corporate Behavior**
Nigerian Institute of Management (Chartered)
June 10, 2020
- **Project Management Essentials Certified**
Management Strategy Institute
May 5, 2020
- **Certificate of National Service**
National Youth Service Corps
March 26, 2020
- **Graduate**
Nigerian Institute of Management (Chartered)
March 6, 2020
- **Proficiency Certificate in Management**
Nigeria Institute of Management (Chartered)
January 24, 2020

Reference

- **Rev. S. O. Oladidupo - "Ore Ofe Baptist Church, Lanlate"**
Clergy
obclanlate@gmail.com
07035310223
- **Mrs Y. Adedokun - "The Oke Ogun Polytechnic Saki"**
Director of Vocational Skills and Entrepreneurship Study Center
08059849075
- **Mrs. Adetoro Sakirat A. - "Oyo State Hospital Management Board, Secretariat Ibadan"**
Civil Servant
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