

SULAIMAN RUKAYAT ABIDEMI

3 Atinuke street, opposite Foodco Supermarket, Ologuneru Ibadan
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OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set.

SKILLS

- Microsoft Office
- Problem Solving
- Communication
- Time Management
- Teamwork

EDUCATION

- **The Polytechnic, Ibadan**
2021
Office Technology and Management
- **St Michael African grammar school, Apata Ibadan**
2015
SSCE
- **Celestial church of Christ high school, Oke Ado Ibadan**
2012
JSCE

EXPERIENCE

- **Total Care Model school, Awotan Ibadan**
February 2018 - November 2018
Secretary/Teaching
 - Oversaw financial and office functions for 10-staffs school
 - Organize and maintain financial records, including payroll, deposits, payments, and bank accounts.
 - Responsible for financial activity of the school including site-based budget, student activity accounting, and bank reconciliations, ensuring consistent accuracy in all financial transactions.
 - Established and maintained relationship of trust and understanding with all pupils in order to aid learning
 - Use energetic and creative teaching methods to ensure pupils remain engaged
- **Press Council, Polytechnic Ibadan**
December 2019 - March 2020
Computer Analyst (SIWES)
 - Assigned in the monitoring of inputs to ensure that all details are accurate and in place.
 - Assisted in the efficient daily operations of the computer systems division.
 - Generated day-to-day reports on operations and repairs, as required.
 - Planned and carried out daily tasks as directed by management.
- **Murtadoh Ventures**
May 2020 - October 2020
Financial Secretary
 - Coordinated and was in charge of multiple daily financial operations and managed and organised confidential files and records.

- Maintained accurate records of organizations finances and generated reports as per request

REFERENCE

- **AbdulLateef Ibrahim - ""**
Auditor
08134316382
- **Raji Muheez - "Shalomz Consult "**
Architect
08136779986
- **Zakariya Oladele - "Press Council, Polytechnic Ibadan "**
Computer Analyst
08039674133