

# FUNMILOLA AJOKE AKINDEHIN

E7/170 Aliwo Gate, Ibadan – Ibadan

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**DOB:** 29 March, 1992 **Sex:** Female **Status:** Single

I am interested in using my acquired skill, knowledge and experience to establish a career in a professionally challenging environment where I can contribute positively and significantly to the growth and success of the organization while maintaining a good social and interpersonal communication in a team that is constantly achieving and surpassing the goals of the organization.

## Previous Employment

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- **Feedwell Supermarket Limited** **IBADAN, OYO STATE**  
*Inventory officer* *March 2020–To Date*  
I prepared purchase orders, received, stored and issued goods, managed stock level and distributed supplies from stock to different outlets.
- **Qutztan Hotel and Suites** **IBADAN, OYO STATE**  
*Accountant* *October 2019–March 2020*  
I carried out balancing of the daily account books, receiving of cash from clients and dispensing of cash for daily operation of the hotel.
- **DAWLS INTEGRATED NIG. LTD.** **BODIJA, IBADAN, OYO STATE**  
*Secretary* *October 2015–November 2016*  
I carried out data entry and documentation, received clients daily in a courteous manner, handled incoming and out going calls and also took care of the general office and computer upkeep.
- **GIONEE MOBILE** **IBADAN OYO STATE**  
*Promoter* *December 2014–August 2015*  
I sold and promoted a variety of customer's product using sales outlets. I made a documentation of the weekly sales, participated in promotional campaigns to boost sales, attended to customers enquires about product features and complaints and also prospected for new customers.

## Education

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- **Rufus Giwa polytechnic** **Owo, Ondo State**  
*HND Accountancy,* *2019*
- **Federal polytechnic, Ede** **Ede, Osun State**  
*ND Accountancy,* *2014*
- **Anglican Grammar School** **Igbara oke, Ondo State**  
*SSCE/WAEC,* *2001*

## Technical and Personal skills

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- **General Skills:** Computer skills, microsoft office products, presentation skills, leadership skills, team playing skills, inter-personal skills, pro activeness, communication skills.
- **Other:** Documentation and report writing, planning, quick thinking, fast learning, standard office equipment operations.

## Interests and extra-curricular activity

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- Reading, dancing, listening to music and singing.