

OLUWADARE, IBUKUN AMOS

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CAREER OBJECTIVES

I seek to drive excellence, professionalism and profitability within an organization in order to provides solution that delivers high commercial value in the market place.

To work selflessly and diligently for an organization towards achieving its goals.

Skills

Microsoft office suites (Ms Excel, Ms Word, CorelDraw etc)

Focused and result oriented,

Analytical and reporting skills,

Problem Solving skills, also open to learn new concept,

Excellent verbal and written communication skills.

PERSONAL DETAILS

Date of Birth: 10th February, 1988.

Gender: Male

Nationality: Nigerian

EDUCATIONAL BACKGROUND

❖ Moshood Abiola Polytechnic, Abeokuta Ogun State, Nigeria.

HND Accounting (Upper Credit)

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ND Accounting (Upper Credit)

EMPLOYMENT RECORDS

Role: Accountant

Company: De - Sim Group of Companies

Summary Responsibilities:

- Ensure all financial transactions are documented and well recorded,
- Process and prepared financial statement and reconcile same for the management,
- Attend bidding for contracts,
- Supervise and make payments of petty expenses, and staff salary.
- Prepare weekly and monthly statement for management consumption.
- Develop relationship with each client to support the business success and cultivate loyalty
- Demonstrate a concern and build client rapport
- Forecast and plan the financial status of the organization by preparing timely financial statement for audit and tax purposes

Role: Account Officer

Company: National Youths Service Corps (NYSC)

Summary Responsibilities:

- Managed the financial bookkeeping and processes invoices,
- Managed youths corps monthly stipends portfolios,
- Records payments, and track expenses of the organization,
- Processes refunds; interacts with collection agencies on past-due accounts; and, works to resolve billing,
- Create and monitor internal auditing procedures and solve problem when accounting numbers are not in sync.

Key Accomplishments

- Established and financed youths corps Secretariat,
- Established ticketing system for a functional IGR
- Financed corps members' main projects, safety board and speed limit board.

Role: Sales Representative (Industrial Training, IT)

Company: Green Porch Mall, Osun State

Summary Responsibilities:

- Acquires new customers by reaching out to leads
- Researches customer's individual or business purchase needs
- Serves existing customers by optimizing current purchase plan
- Adjusts sales tactics based on tests and new insights in the field
- Resolves customer complaints and queries
- Submits purchase orders
- Informs management of purchase actions.

Role: Supervisor

Company:Ali-Dodo Hotel Ijebu-Ode, Ogun State

Summary Responsibilities:

- Managing employees for planing, marketing and coordination.
- hotel services such as catering and accommodation facilities.
- of monthly budgets and scheduling.
- the manager on day to day running of the organization.

HOBBIES & ACTIVITIES

- Customers' Satisfaction
- Meeting people
- Reading
- Traveling & Table Tennis

REFEREES

- Olayinka Olufunke - FunkyFashionHome - Abuja
E-mail: oluwadarefunke777@gmail.com. Tel: 07033646552
- Aminu Oduayo - NinTen Design Lagos
Tel: 08135345552

PS: Willing to travel and relocate.