

**ADELEYE GLORY, SAMUEL (B.S.C. ACCOUNTING)**  
**Plot 10, lane 3, Zionist Estate Oluyole extension, off Akala Express-way,**  
**Ibadan, Oyo State**

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#### CAREER SUMMARY

To work as a member of dedicated, diligent and hardworking result oriented team whose joint efforts to private excellent and progressive service which leads not only to the attainment of corporate goals and objective, but also to individual satisfaction and development.

#### PERSONAL INFORMATION

Date of Birth:	-	3rd December, 1998
Sex:	-	Male
Marital status:	-	Single
Nationality:	-	Nigeria
State of origin:	-	Ekiti state
Local government:	-	Ikole ekiti

#### CORE COMPETENCIES AND SKILLS

- Problem solving and critical thinking
- Time management
- Financial reporting
- Financial analysis
- Ability to work under pressure
- Leadership and flexibility skills
- Excellent organizational and analytical skills
- Communication and interpersonal skills
- Strategic prioritization
- Microsoft Office Suite (Excel, Word, Power Point)

#### ACADEMIC QUALIFICATIONS WITH DATE

EKITI STATE UNIVERSITY, ADO-EKITI, EKITI STATE	-	2017 – 2022
<i>Bachelor of Science (B.S.C.) in Accounting</i>		
<i>(Second Class-Upper (Hons) Division)</i>		

**WORK EXPERIENCE****DE-DAMAK NIGERIA LIMITED, Ibadan, Oyo state, Nigeria. -****May 2022 – Feb 2023*****Account officer***

- Basic accounting records
- Filing of accounting records
- Practice on Microsoft office suite (Excel, Word, PowerPoint)
- Invoice generation and posting
- Reconciliation of cash and bank balances
- Filing of tax returns
- Preparation of management account
- Posting of ledgers

***Supply Department***

- Confirmation of payments made for the sales of Motorcycles. And issuing of receipts, ATC and way bill after being duly signed by the appropriate management body
- Monitoring of sales made on loan to Various local governments, police command, NUT and SUBEB across Nigeria
- Filing and documentation of correspondence from company's lawyers
- Documentation of commissioned agreement and credit sales agreement prepared for loan contracts
- Preparation of internal memos on payments and commissions paid

**EVER BRIGHT COLLEGE, Lagos state, Nigeria (Administrative officer) -****2021- 2022**

- Recording and filling of all student's financial records
- Stock keeping and records of stationery
- Maintaining a good communication and interpersonal skills
- Preparation of bank, cash and credit balances
- Basic preparation of financial statement of account and audit
- Resolving and Reconciling of payment disputes
- Handling of Basic payment records

**S. BOLAJI KOYA & CO. (CHARTERED ACCOUNTANTS) Lagos state, Nigeria.****FEB. 2020****Industrial Training**

- Basic recording of financial accounts
- Filing of financial records
- Practice on Microsoft office suite (Excel, Word, power Point)
- Filing of Tax Returns.

- Audit functions
- Preparation of statement of accounts

## ACHIEVED PROJECT

**Indirect Taxes and Corporate Profitability in Nigeria.**

**2020**

A Project for Completion of Degree programme

## LEADERSHIP/ VOLUNTEER EXPERIENCE

2021	<b>West African Examinations Council (WAEC)</b> Result Checker Volunteer
2021	<b>Ekiti State Independent Electoral Commission (EKSIEC)</b> Presiding Officer
2020	<b>Representative to Supervisor in charge of Project Students</b> Volunteer
2019	<b>Executive in GOFAMINT Student Fellowship</b> Academic Coordinator
2016-2020	<b>Departmental Tutorial Master</b> Volunteer

## REFEREES

**Available on request**