

## Curriculum Vitae

# OLANIYAN KHADIJAT BOLATITO

### PERSONAL BIO-DATA

<b>E -mail</b>	khadijatanian2015@gmail.com
<b>Phone</b>	08077478990; 08168300444
<b>Sex</b>	Female
<b>Address</b>	Plot 11, Adijolola Layout, Odo Ona Elewe, Ibadan. (Willing to Relocate)
<b>Marital Status</b>	Single

### PROFESSIONAL OBJECTIVE

To strive for excellence at every circumstance and diligently apply knowledge and skills required in achievement of organizational goals

### EDUCATION

2010-2015	Obafemi Awolowo University Ile-Ife, Osun State.
2004-2007	Oladipo Alayande School of Science Oke-Bola, Ibadan, Oyo State.
2001-2004	Queens School Apata, Ibadan, Oyo State.

### ACADEMIC QUALIFICATION

2015	Bachelor of Science (B.Sc) in Economics (Second Class Upper)
2007	West African Senior School Certificate

### COURSE WORK

<b>Economics</b>	<b>ICAN (Professional Stage)</b>
International Finance	Corporate Reporting
Principles of Public Finance	Advance Audit and Assurance
Theory of International Trade	Strategic Financial Management
	Advanced Taxation
	Public Sector Accounting and Finance
	Case Study

### PROFESSIONAL QUALIFICATION

<b>New Horizons Computer Learning Center</b>	<b>Institute of Chartered Accountants</b>
<b>Dugbe Ibadan, Oyo State.</b>	<b>Of Nigeria</b>
Oracle SQL 11g	Associate Chartered Accountant ICAN (in progress)
	Current Stage: Professional Stage

### WORK EXPERIENCE

**April 2016 - March 2017**

**LOCAL GOVERNMENT EDUCATION AUTHORITY OFFICE ILORIN, KWARA STATE (NYSC)**

**Position:** Administrative Officer (Corp Member)

**Job Description**

- Collation and verification of employee data.
- Managing daily activities of the office.
- Updated and maintained office policies and procedures.
- Point of contact for clients
- Maintained office policies and procedures

**August 2015 - March 2016**

**NURDOK ENERGY LIMITED, IBADAN.**

**Position:** Financial Accountant

**Job Description:**

- Maintained financial budget for the organization
- Reconciled and reported daily earnings
- Increased efficiency in the organization
- Prepared financial statements of the organization

---

**MEMBERSHIP AND AFFLUENCE**

---

**2010-2015** National Economics Students Association (NESA) Ile-Ife, Nigeria

*Member*

**2014-2015** NESA Foundation Ile-Ife, Nigeria (a student run NGO and charity group aimed at giving hope to the hopeless)

*General Secretary*

**2014-2015** AIESEC Ife (an international student organization aimed at activating the leadership potential of young people)

*Member*

**2014-2015** ENACTUS Ife (an international student organization aimed at Identifying and making use of opportunities)

*Member*

---

**SEMINARS AND CONFERENCES ATTENDED**

---

2012 Microsoft Student's Conference by the Nigerian Society of Engineers Ile-Ife, Nigeria.

2013 First Annual Economics Student Conference Ile-Ife, Nigeria

2015 LQED and Economics Student Conference Ile-Ife, Nigeria

---

## SKILLS

---

Academic -	Strong Problem – solving, analytical, Conceptualization, effective in environments where initiative and creativity are encouraged
Language -	Proficient in English and Yoruba
Computer -	Programming: Oracle SQL 11g Word Processing: Microsoft Word Spreadsheet: Excel Presentation: PowerPoint
Teamwork:	Excellent Interpersonal Relationship and Teamwork Spirit

---

## INTERESTS

---

Reading & Meeting People

---

## REFERENCES

---

### **Dr Ola Falade**

Economics Department,  
Obafemi Awolowo University  
Ile-Ife,  
Osun State.  
08023002188

### **Mr Alimi Akindapo Abass**

LAUTECH Open & Distance Learning  
Ladoke Akintola University of Technology  
Ogbomoso,  
Oyo State.  
08059908674

### **Mr Adedokun Ademola**

Nurdok Energy Limited,  
Olomi Area,  
Academy Ibadan, Oyo State.  
08034441973