

AYINDE ADEYINKA SODIQ

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No4 & 5, akingbile Moniya, Ibadan, Oyo State. Tel: 07069384900.

PERSONAL PROFILE

A hardworking and energetic individual who is eager to learn and adapts easily to constantly evolving accounting processes. I am also a qualified and experienced educator, I am flexible enough to support multiple units by quickly mastering new skills and assisting colleagues in meeting and exceeding performance expectations.

CAREER OBJECTIVE

To secure a position in an organization where I can be a reliable team player in achieving the goals of the organization, while seeking self-development and job satisfaction.

WORKING EXPERIENCE

A.D.S SENIOR HIGH SCHOOL, APOMU, OSUN STATE.

CLASS TEACHER: 2015 - 2016 (PPA FOR NYSC)

Duties:

- Prepared and delivered lessons to a range of classes of different ages and abilities.
- Marked work, gave appropriate feedback and maintained record of student's progress and development.
- Prepared students for qualifications and external examinations.
- Managed student's behavior in the classroom and on school premises, and applied appropriate and effective measures in cases of misbehavior.

DAYSTAR GROUP OF SCHOOL, OYO, OYO STATE.

SCHOOL BURSAR: 2014 - 2015

Duties:

- Preparation of school budget
- Responsible for managing the account of the school and providing financial decisions to the management.
- Oversaw day to day cash management.
- Kept organized books of tuition fees and file of receipts.

BIODATA:

Sex: Male.

State of Origin: Oyo State.

SKILLS:

Ability to multitask at various levels.

Reliable and dependable team player.

Resilient, Flexible and Adaptable.

Creative Problem Solver.

COMPETENCIES:

Experienced and Qualified Educator.

Financial Reporting.

Adequate knowledge of the use of Microsoft Word, Microsoft PowerPoint and Microsoft Excel.

Management.

INTERESTS AND HOBBIES

Travelling

Involvement in Sporting activities.

ANGLICAN SENIOR SECONDARY SCHOOL, OYO, OYO STATE.

CLASS TEACHER: 2016 – TILL DATE

Duties:

- Prepare and deliver lessons to a range of classes of different ages and abilities.
- Mark work, give appropriate feedback and maintain record of student's progress and development.
- Prepare students for qualifications and external examinations.
- Manage student's behavior in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehavior.
- Participate in and organize extracurricular activities.
- Undertake pastoral duties, such as taking on the role of personal tutor and supporting students on an individual basis through academic and personal difficulties.

ACADEMIC QUALIFICATIONS

2016 -- 2017 Chartered Post Graduate Diploma in Customer Relationship management.

2010 – 2015 Ekiti State University, Ado Ekiti, Ekiti State.

B.Sc. (Ed) Accounting

2002 – 2008 Saint Francis Catholic College, Oyo, Oyo State

WASSCE

PROFESSIONAL QUALIFICATION AND SOCIETIES

- CERTIFIED CUSTOMER SERVICE PROFESSIONAL (2017).
- TEACHERS REGISTRATION COUNCIL OF NIGERIA (2017).
- CERTIFICATE IN COMPUTER DATA PROCESSING (2009).
- FEDERAL ROAD SAFETY CORPS (FLAG BEARER, NYSC ROAD SAFETY CLUB).
- NATIONAL ASSOCIATION OF OYO STUDENTS, NATIONAL SECRETARIAT (CLERK OF THE HOUSE).
- MUSLIM CORPERS ASSOCIATION OF NIGERIA (WELFARE DIRECTOR)

REFERENCE(S)

Available on Request