

ADISA ANUOLUWAPO ELIZABETH

Address: N5/732A, Oke-Apon, Ajani Street, Total Garden, Ibadan.

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PERSONAL KEYS:

- ❖ To develop a successful career within an enabling world
- ❖ To uphold the standard of the organization
- ❖ To deliver my potential to the fullest of the operation and bring the organization to the greatest height.

PERSONAL DATA:

Sex	:	Female
Date of Birth	:	8 th September, 1998
Marital Status	:	Single
Place of Birth	:	Ibadan
Local Govt. Area	:	Ibadan North
State of Origin	:	Oyo State
Religion	:	Christian
Language Spoken	:	English and Yoruba
Nationality	:	Nigerian

EDUCATIONAL BACKGROUND WITH DATE:

- | | |
|---|-------------|
| ❖ The Ibarapa Polytechnic Eruwa, Oyo State | 2016 – 2018 |
| Accounting | |
| ❖ Osengere Community High School, Egbeda, Ibadan | 2015 |
| ❖ Almoruff Computers, Yemetu Barracks, Ibadan | 2015 – 2016 |
| ❖ Methodist Grammar School, Bodija, Ibadan | 2011 – 2015 |
| ❖ Ikolaba Grammar School 3, Ibadan | 2009 – 2011 |
| ❖ Zoe International School, Yemetu Barracks, Ibadan | 2001 – 2009 |

OBTAINED QUALIFICATIONS WITH DATE:

- | | |
|---|------|
| ❖ Ordinary National Diploma in Accounting | 2019 |
| ❖ Computer Training Certificate | 2016 |
| ❖ WAEC Certificate | 2015 |
| ❖ NECO Certificate | 2015 |
| ❖ Junior WAEC Certificate | 2011 |
| ❖ Primary School Leaving Certificate | 2009 |

WORKING EXPERIENCE:

- | | |
|--|-------------|
| ❖ Organization: Book Affairs, 1 st Floor, B.O.A.
Building, Beside Stanbic Bank, Total Garden, Ibadan. | 2018 – 2019 |
| Post Held: <i>Executive Account Officer</i> | |

Responsibilities:

- *Responding for day to day financial transaction*
- *Maintain smooth sales process*
- *Maintain records of business costs*
- *Contact customers about invoices that are past due*
- *Confirming money transferred to the bank by customers*
- *Develop strong esteem for the growth and revenue of the company.*

❖ **Organization:** Almoruff Computers, Barracks, Ibadan. 2015 – 2016
Post Held: *Computer Trainer*

❖ **Organization:** Ayeni Computer, Agodi Gate, Ibadan. 2016
Post Held: *Computer Operator*

❖ **Organization:** Mummy Favour Provisional Store, 2015
Iwo Road, Ibadan.
Post Held: *Sales Representative*

SKILLS:

- ❖ Good communication and interpersonal skills
- ❖ Relationship management
- ❖ Ability to work under pressure and without supervision
- ❖ Innovative and creative
- ❖ Proficient in Microsoft Application Packages

HOBBIES:

Reading and Meeting new people

REFEREES:

- **ENGINEER THOMAS OKOROR**
Hopewell Company Limited,
Total Garden, Ibadan
P.O.Box 7884 Secretariat, Ibadan.
08034756287; 08023504182
- **DR. STEPHEN LAFENWA**
Political Science Lecturer
Department of Political Science
Faculty of Social Science
University of Ibadan
08035666190
- **REGINALD UMEIKE & CO.**
Barristers & Solicitors
Suite FF4 (First Floor)
Bank of Agriculture Building
Total Garden, Agodi,
Ibadan.

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