

# OKETAYO ABISOLA DEBORAH

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Nationality: Nigerian.

## CAREER OBJECTIVE

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A diligent, reputable and value-added personnel who is optimistic and whose area of interest cut across statistics, finance, accounting, customer service, and reporting, with proficiency in statistical analysis, financial report, finance scheduling, invoicing and other bill payment reconciliation using varying accounting principles and instruments, coupled with superior ability to work in a cross-cultural environment with exceptional skills whose capabilities and experience can be enriched and put to its full utilization via the understanding of the organizational structure and policy in order to enhance growth and development as well as achieve the goal of the organization.

## ACADEMICS QUALIFICATION

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<b>The Plytechnic, Ibadan, Oyo State, Nigeria.</b>	<b>2017 - 2019</b>
Higher National Diploma (Statistics).	
<b>The Plytechnic, Ibadan, Oyo State, Nigeria.</b>	<b>2014 - 2016</b>
OND (Statistics).	

## SKILLS

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### Soft skills

- Relative proficiency in the use of Microsoft Office Suite (MS Word, Excel and Power Point)
- Social Media Applications
- Baking

### Personal skills

- Effective Communication
- Strong Financial/Numerate skill
- Good Team Player
- Excellent Analytical/Financial Reporting Skill
- Strategic Decision Making
- Creative Problem Solving skill
- Effective Time Management

## WORK EXPERIENCE

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### **SUBJECT MATTER/CLASS TEACHER**

**2021 – 2022**

AKOLU GRAMMAR SCHOOL.

- Effectively delivered designed learning instruction contents contained in the subject scheme of work.
- Developed and implemented comprehensive lesson plans that improve learning.
- Promoted reading culture among students which facilitated excellent performance in their assessments.
- Actively assisted in the tutoring/preparation of senior students for external examinations.

### **STUDENT INTERN (FINNACE & ACCOUNT DEPT.)**

**2017 - 2018**

IBADAN DISTRIBUTION COMPANY, IBABDAN, OYO.

- Effectively sorted out deficiencies and discrepancies while assisting customers' enquiries via the existing company's standard and procedure.
- Timely prepared monthly journal vouchers, accruals, reports and reconciliations.
- Assisted in processing payments and issuance of credits appropriately in account receivables.
- Liaising with clients to determine their requirements and budget.
- Effectively participated in team financial analysis and presentation of variance in financial statements.
- Assisted with identification and communication of accounting issues as well feedbacks from customers to managers.

### **STUDENT INTERN (WAREHOUSE DEPT.)**

**2012 - 2013**

NIGERIA BOTTLING COMPANY.

- Effectively identified and removed existing pallets of merchandise in storage locations.
- Assisted with the timely obtainment of merchandise from shelves or bins geared towards ensuring a safe and clean work environment.
- Responsible for the safe loading and offloading of freights via the use of quality tools and equipment.
- Charged with the responsibility of meeting highlighted productivity requirement in designated areas.
- Effectively assisted in the preparation of orders via the processing of requests and supply orders as well as pulling materials, packing of boxes and placing orders in the delivery areas.

## TRAINING/CERTIFICATIONS

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**2022** | Certificate of National Service - *National Youth Service Corps*

**In View** | Leadership Skills and Team Management - *Allison Course*

**In View** | Diploma in Business Administration - *Allison Course*

## EXTRACURRICULAR ACTIVITIES

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- Researching
- Traveling
- Networking
- Baking

## REFERENCES

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Available on request.