

RESUME

Mobile: 08100680058; 09151861300 Email: ifeoluwaoluwaseyi@gmail.com

IFEOLUWA OLUWASEYI MAKANJUOLA

A Hardworking Young man with ability to learn fast. Obedient, Humble and Result –oriented gentle man.

OBJECTIVE

To work effortlessly at bringing any Organization I work with to an enviable position while developing my humble self to meet with future challenges.

SKILLS AND ABILITIES

- MS Word
- MS Excel
- PowerPoint
- Microsoft Office Suite.
- IT Support
- Office Administration and assets Management

WORK EXPERIENCE:

2021 to 2022

- **Administration and Support officer (NYSC)**

FEDERAL INLAND REVENUE SERVICE, LAFIA (MSTO)

Schedule:

- Support in the general administration of the Tax office
- Maintenance of office Assets
- Any other assignment given by the Head of Unit

2020-2021

- **SECRETARY AT ASFAA BUREAU DE CHANGE**
Suite 3 Zone D, Apo Legislative Quarters, Abuja, FCT Abuja.

WORK SCHEDULE:

- Running of daily report of the company
- Sending of monthly report to the CBN
- Submission of Financial report for the month to (OFID) department of the CBN

ADEOLA ADESINA & CO.

SUITE 31st floor Zone 4 plaza, Wuse, Abuja.

- **COMPLIANCE OFFICER**

WORK SCHEDULE:

ACCOUNTING DEPARTMENT:

- Filling and Payment of Monthly VAT for Different Companies.
- Uploading of End of the Year Account (CIT) for Different companies on the Taxpromax platform of FIRS.
- Application for Tax Clearance Certificate (TCC) for our clients.

Summary of Academic Qualification with Dates

S/N	Schools attended with Dates	Qualification
1.	Ekiti State University Ado-Ekiti, Ekiti State. 2014-2020	Computer Science (BSc.)
2.	Demonstration Secondary School. Ikere-Ekiti, Ekiti State 2007-2013	WAEC & NECO
3.	College of Education Staff School Ikere Ekiti, Ekiti State. 2001-2007	PRIMARY SCHOOL LEAVING CERTIFICATE

National Youth Service Corps: 2021-2022

PUBLICATIONS:

- Effect of Social Media on Students Academic Performance(Project)

PERSONAL DATA:

- **Sex:** Male **Date of Birth:** 22nd of October 1995
- **State of Origin:** Ekiti State **Marital Status:** Single

HOBBIES:

- Reading
- Watching Documentaries

LANGUAGES BEST UNDERSTOOD: English and Yoruba

REFEREES: On request