

OMODUNKE DEBORAH OLUWADARE

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Iyana Iworo, Lagos State, Nigeria.

PROFESSIONAL SUMMARY

Visionary, focused and hardworking individual, proficient in administration and management, also skilled in providing quality strategies and customer relations services. Proven office and management skills, with equal ability in lead and support roles. Competencies include human relations, document management, personnel support and report presentation.

CAREER OBJECTIVE

To continually drive business growth and development through identification and efficient management of strategic issues and opportunities within and outside the business environment.

WORK EXPERIENCE

Executive Assistant

Feb. 2024 – Current

Dubri Oil Company Limited, Victoria Island, Lagos.

- Managed executive calendar using Microsoft Calendar and Teams
- Researching and conducting data to prepare documents for review and presentation by CEO and management
- Assist in preparation of meetings and facilitating then whilst providing general administrative support
- Maintained document filing retention and storage system with the highest regard for confidentiality, organization and timely retrieval of documents
- Answering phones and routing calls/messages to the right team members.

Executive Assistant (NYSC)

Mar. 2022 – Feb. 2023

Emeka Uzodinma Chartered Accountants & Co., Agege, Lagos.

- Produced and edited presentations, marketing reports, client proposals and correspondence
- Greeting visitors and deciding if they should be able to meet with executives.
- Maintained phone and voice mail system and retrieved and sorted through incoming and outgoing mail
- Planned, developed and managed all in store meetings special events.
- Preparing financial statements, reports, memos, invoices letters, and other documents.

Audit Intern (SIWES)

July 2019 – Jan. 2020

The Big Bottling Company, Ikeja, Ondo state.

- Prepared fixed asset schedules, inventory counts, statutory audits, reviews, and due diligence engagements in the financial and non-financial services industries in accordance with applicable standards, regulatory frameworks, and assertions, resulting in error-free financial reporting.
- Vouched source documents, selection of samples for testing, and participation in audit tasks
- Used Ms. Excel for recording necessary receipts and expenditure from dispatch book.
- Temporarily served as an office secretary to the Ag. Chief Internal Auditor based on my good communication skills and ability to document efficiently.

EDUCATION

B.Sc. Accounting, **2021**
Adekunle Ajasin University, Akungba Akoko, Ondo State (*Second Class Upper Honors*)

PROFESSIONAL CERTIFICATION AND MEMBERSHIP

Associate Member, Chartered Institute Human Resources Management (ACIHRM)
Chartered Institute of Human Resources Management **2022**

Certified Human Resources Professional (CHRP)
Chartered Institute of Human Resources Management **2022**

SKILLS

Hard Skills

- Microsoft Office tools
- Google Suite tools
- Data Entry
- Computer Proficiency
- Social Media Savvy

Soft Skills

- Excellent Communication skill
- Problem Solving
- Time Management
- Teamwork & Interpersonal skill
- Leadership
- Emotional Intelligence
- Analytical skill

Core Competencies

- Human Relations
- Cash Management
- Ability to Learn Fast
- Behavioral Management
- Project Management
- Analytical Reasoning
- Bookkeeping

TRAINING AND CERTIFICATIONS

National Youth Service Corps (NYSC) Discharge Certificate **2023**

Jobberman Soft-Skills Training – Jobberman **2022**

More Than Your Degree – Tomi Fowe Insight **2020**

Certificate in Desktop Publishing & Microsoft Suites – JPIspirations Digital Limited **2019**

Certificate in Netpreneurship, Corporate Ethics Skills, Negotiation/Job Interview Skills, Entrepreneurship & Human Relation Skills – MegaRich Consults & Network Limited **2017**

INTERESTS

- Following financial news
- Learning new things
- Meeting People
- Building network

REFEREES: *Available on request.*