AKINTEWE YEWANDE BOSE

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15, Adebomi Ogunlolu Street, Abesan Estate, Ipaja, Lagos, Nigeria

ACCOUNTANT

Innovative, task-driven professional with 10 years of working experience in tax computation, profit and loss of financial statements, payroll, classroom evaluation, competency in classroom instructions, effective classroom management practices, data scientist, customer services, effective leadership skills, able to work in a cross-functional team, and ability to work on own initiative.

**SKILLS**

\* Experience in management supervision of staff. \* Experience working in Information Technology (IT) field

\* Experience in record keeping of stocks. \* Data scientist.

\* Proficient knowledge of accurate customer service. \* Always committed to student development, and

\* Self-Motivated, detail-oriented, and organized. learning experiences.

\* Managing and motivating team members to increase \* Excellent background to help children to reach their

sales and ensure efficiency. potential.

\* Proficient Knowledge of Microsoft Suits (Excel, Word, \* Excellent presentation of information, and teaching

PowerPoint, etc.) materials in the classroom and outside the classroom

\* Experience solving operational and business processes \* Strong writing and communication skills, with attention

problems to detail

\* Strong Organizational, problem-solving, and listening \* Effective communication skills.

skills

\* Excellent oral and written communication skills

EDUCATION

**BSc.ED Accounting** December 2015

Adekunle Ajasin University, Akungba Akoko, Ondo State

SPECIALIZED TRAINING AND CERTIFICATION

Certified in computer studies and Applications. November 2010

Certified in IBM Data Science February 2022

PROFESSIONAL EXPERIENCE

**ALX `** Oct.—Dec. 2022

Virtual Assistant (internship)

* Respond to emails and phone calls
* Schedule meetings
* Book travel and accommodations
* Manage a contact list
* Prepare customer spreadsheets and keep online records
* Organize managers’ calendars
* Perform market research
* Create presentations, as assigned
* Address employee's administrative queries
* Provide customer service as the first point of contact

Data Analysis (Internship). September 2022

*radical*

* I am responsible for analyzing both primary and secondary data
* Introduction to data cleaning using Microsoft Excel.
* Coding of data set using Python and Jupiter notebook.
* Prepare and analyze a project with a detailed report.

Qualitative Data Analyst. January 2022

*Freelancer (Fiverr)*

* I am responsible for proper Data transcription
* I am responsible for the coding of transcripts.
* Responsible for Theme generation and identification for the analysis
* Showcases the Content analysis.
* I'm responsible for the Interpretation and a detailed report.
* Proper visualization with Word cloud.
* Prepare a detailed Summary and conclusion

Student Tutor Sept. 2021 – Aug. 2022

*Npower Global service*

* Demonstrate academic competence in the subject areas and build a curriculum.
* Maintain a growth mindset toward student learning and teaching practice.
* Facilitate problem-solving with a curious mind and critical thinking skills.
* Collaborate effectively with parents and the organization to increase student performance.

Financial Sales Advisor Nov. 2018 – Jan. 2020

*Custodian Life Assurance Ltd*

* Provide clients with specialized advice on how to manage their money.
* Research the marketplace and recommend the most appropriate products and services.
* Preparing or interpreting financial document summaries, investment performance reports, and income projections for clients.
* Answering client questions about financial plans and strategies and giving financial advice.
* Analyzing financial data received from clients' financial goals regularly to discover changes in their financial status.

Classroom Teacher May 2014 – Nov. 2018

*Suncrest International School*

* Teach learners the fundamental skills of mathematics and languages through various methods of teaching i.e storytelling, educational games, etc.
* Responsible for teaching learners business-related subjects.
* Modified assignments for students at different levels.
* Observed a variety of teaching methods with middle and high school learners.
* Organized and executed lesson plans for learners.
* Ensure adequate class control and impartation of knowledge through appropriate teaching methods.
* Ability to teach the lesson interestingly so that students can see the logic and retain the information.

Financial Secretary Sept. 2009 – Oct. 2010

Cadbury Nigeria PLC.

* Answering calls, taking messages, and handling correspondence.
* Record keeping of stocks using Microsoft excel and managing databases.
* Keeping staff information about cash inflow and outflow of the organization.
* Keep annual reports of sales and filing of documents.
* Maintaining diaries and arranging appointments.
* Coordinating mails-shots and similar publicity tasks.
* Acting as a receptionist, keeping minutes in meetings, NGS, and welcoming new customers.