

Adekunle Elizabeth Adedayo

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Sex: Female

Date of Birth: April 11, 1996

Profile

Individual skilled in Microsoft Office, administrative support tasks, including calendar management, scheduling and bookkeeping. Driven and motivated. Possess strong communication and multitasking skills. I seek to immensely add value to the organization and clients thereby achieving the goal of the Firm while developing self

Skills & Expertise

- Professional Microsoft Office skills
- Knowledge of office management systems and procedures.
- Familiarity with Online Calendar, Cloud Storage Systems.
- Data Entry
- Time Management
- Organization
- Attention to Detail
- Communication
- Active Listening
- Customer Service
- Project Management
- Client Relations
- Bookkeeping
- Office Management
- Training and Supervising
- Event Coordination
- Discretion and confidentiality.

Education

B.Sc Accounting – Oduduwa University Ipetumodu, Osun State, Nigeria. 2017

Certificate

Professional Certificate in Project Management – British Project Management Academy, *May 2019*

Work Experience

Business Studies Teacher – NYSC, *May 2018 – March 2019*
Idia College, Benin City

- Excellently taught Business Studies to over 700 students across 5 arms of JSS1 classes.
- Guided students into producing the overall result ever in business studies in JSS1 at Idia college.
- Ensured lessons were delivered in their simplest understandable form.
- Co-ordinated students for quiz and debate competition both within and outside the school.
- Assessed students using test, quiz, and examinations.

Home Tutor, *May 2018 - March 2019*
Trust Tutors, Benin City

- Worked with students, individually and in groups, as well as in varying classes, in multiple academic areas.
- Provided creative and proper study aides and techniques to assist the student with future assessments.
- Researched and developed curriculum-based resources for assessing students, both formative and summative assessments to gauge student's learning.

Bulk Teller – Internship, *June 2017 - November 2017*
Guaranty Trust Bank

- Handled customers large cash deposits.
- Ensured proper verification of large cash deposit.
- Sorted cash for tellers and ATM (Automated Teller Machine)
- Ensured prompt resolution of complaints and clarification of inquiries.
- Drove brand awareness and customer loyalty through excellent customer services.
- Confirmed cash flow through banker's warehouse.
- Ensured all transactions are balanced at the end of the working period.