**OGUNLANA ABOSEDE JELILAT**

5, No 5, Ifelodun Street, Jeje Powerline Apete,

Ibadan, Oyo State,

**Tel**: 08058340406/09031135162

**E-mail**: bose0139@yahoo.com

**CAREER OBJECTIVE**

I am a career minded individual with great aspiration to excel. As such, I have developed skills to aid my organisational relevance.

I desire to render classic and leading edge services that will facilitate and corroborate the achievement of the organization‘s goals, with humility and diligence with existing structures and facilities to the best of my ability so as to attain professional distinction and better the world.

I also work well as part of a team, have good interpersonal and communication skills as well as understand and I’m also committed to applying operational procedures as required by any organization I work with.

**PERSONAL INFORMATION**

**Nationality:** Nigerian

**State of Origin:** Oyo State

**Local Govt :** Ibadan South-West

**Birth date:**  21st April 1988

**Gender:**  Female

**Marital Status:** Married

**SCHOOL ATTANDED WITH DATE**

The Polytechnic Ibadan, Ibadan 2013

The Polytechnic Ibadan, Ibadan 2009

Saint Teresa’s College, Oke-Ado Ibadan 2004

Bolaji Nursery And Primary School, Ibadan 1998

**EDUCATION QUALIFICATION WITH GRADE**

Higher National Diploma in Accountancy (Upper Credit)

National Diploma in Accounting (Upper Credit)

WASSCE (May/June 2004)

NECO(Nov./Dec. 2005)

Primary School Leaving Certificate

**WORK EXPERIENCE**

**ORGANISATION ROLE YEAR**

* Funmi Fashion Orita Challenge **Secretary** 2010

Ibadan

**Responsibilities:**

* Receiving of customers
* Issuing of invoice
* Issuing of receipt
* Proper stock keeping
* Proper record keeping
* Procter and Gamble Nigeria **Record keeper** 2014 -2016

Alomaja Warehouse/ Distribution Center

* Procter and Gamble Nigeria **Cost control Admin and HR** 2016 -2018

Agbara plant.

**Responsibilities:**

* Keeping proper record of receiving record
* Keeping proper record of staging record
* Keeping proper record of shipment record
* Assessing correlation between staging record and shipment record
* Booking of hotel for our Expatriates
* Raising of shopping cart
* Proper safe keeping of the invoiced document and GR
* Raising of Form M
* Admin Assistance to Project Manager
* Admin Assistance to P&G Agbara Plant Manager
* Nonsuch Medicare Limited **Account Officer** 2019

Lafia hospital complex opp NNPC Apata Ibadan

**Responsibilities:**

* Reconciliation of Bank statement and cash book
* Generating Remita code
* Preparing the cash book
* Keeping of all the bank statement
* Handing the company petty cash
* Booking of hotel for our staff
* Raising of cheque
* Paying Tax to the state and federal government on behalf of the company
* Paying the staff pension

* Nonsuch Medicare Limited **Acting Accountant** January 2020 till May-2021

Lafia hospital complex opp NNPC Apata Ibadan

**Responsibilities:**

* Paying of Capitation and FFS from NHIS to our providers ( Hosipal)
* Collect tax clearance certificate for the company
* Collect the Pension certificate for the company
* Collect the PAYE certificate
* Paying of staff salary
* And other accountant work as arise
* Procter and Gamble Nigeria Limited **Treasury Site Representative** 2020 till Date

Ibadan Main Plant

**Responsibilities:**

* Receiving and checking of Invoice
* Sending Duty report
* Sending Open Advance Report
* Raising of ticket for allocation of all the money receive by P&G Nigeria
* Closing of Staff Expenses
* And other work as arise

## CORE STRENGTH

* Inventory control
* Self-Motivated
* Computer skills
* Good Communication skills
* Using accounting soft ware Sage 50

**REFEREES**

**MR. Olusegun Ajayi MR. Olumide Lawal Bello**

Finance Manager Warehouse Manager

Olam International BAT Nigeria Limited

**08054017760**/ **09070269501**  **07043319256/ 07081782135**

**Mr. Hunga Benjamin S**

Head of Account and Finance

Nonsuch Health Maintenance Organization

**08078391602, 08030773231**