***TAIWO OLALEKE OLAMIDE***

**PERSONAL DATA:**

**DATE OF BIRTH:** 4th April, 1996

**SEX:** Male

**MARITAL STATUS:** Single

**NATIONALITY:** Nigerian

**STATE OF ORIGIN:** Ogun State

**PLACE OF BIRTH:** Abeokuta

**PHONE NUMBER:** 08162213119

**ADDRESS:** 1, Gandun Albasa Behind Rumfa College, KMC, Kano State.

**E-MAIL**: olalekeolamidetaiwo@gmail.com

**CAREER OBJECTIVE:**

I aim to engage in a career that will involve continuous learning and development of expertise with fulfilling financial reward, a career that will thoroughly expose me to new ideas and allow me innovate and contribute new ideas of my own to the advancement of the organization and profession. I aim to achieve such a career in an enabling environment where team work, drive for excellence and passion for success play major roles in the operation and management of both human capital and the organization as a whole. I also aim to be ready at all times to take on new responsibilities for the success of my team and projects, to always improve upon my knowledge and to exceed all expectations of me. I shall strive for excellence and precision at all times, in all positions and circumstances within which I find myself, attaining professional distinction and proficiency.

**EDUCATION AND QUALIFICATIONS:**

**Moshood Abiola Polytechnic, Abeokuta, Ogun State.** 2020

* Higher National Diploma (HND) in Accounting.
* National Diploma (ND) in Accounting.

**African Church Grammar School, Ita Iyalode, Abeokua, Ogun State**. 2012

**RELEVANT SKILLS:**

**Excellent Communication Skills:**

Ability to communicate effectively, accurately, clearly, interpersonally and in written forms.

**Leadership Skills:**

Influencing and motivating people to achieve set goals.

**Good Interpersonal Skill:**

Able to relate with people from various background in simple and understanding manner.

**COMPETENCES:**

**Problem Solving:**

Can solve problems, tolerate stress, push forward and provide alternative solution to problems.

**Organizational Abilities:**

Putting ideas and materials order for efficiency.

**Administration Abilities:**

Able to handle duties required to achieve work processes adequately and meticulously.

**PROFESSIONAL CERTIFICATION:**

**Skills Edge Consulting Limited, Abuja:**

* Certificate in Project Management, 2021
* Certificate in Human Resource Management, 2021
* Certificate in Customer Service & Relationship Management, 2021
* Certificate in Health Safety & Environment 1&2, 2021

**EXPERIENCE:**

* + **Day Waterman College, Abeokuta**

*Position: Account Assistant* January, 2017 – December, 2017

**Duties Performed:**

* Ensure appropriate filling of all documents.
* Assist in students account.
* Assist in preparing financial statements.
* Assist in preparing instruments for payments.
* Maintain a financial control system.
* Receipt and proper recording of stock into the college store.
* Carrying out any other duties as may be reasonably assigned by the Bursar and the Chief Financial Officer (CFO).
* Assist in designing an operations and procedures manual for all finance and accounting functions.
* Assist in designing a cost monitoring system for all cost.
* Supervising all financial reports on a daily basis.
* Administering accounts and budgets for various departments.
* Collaborating with accounting and finance team.

**OTHER RELEVANT EXPERIENCE**

* Microsoft office suite: Word, Excel.
* Sage Pastel Evolution package.

**HOBBIES**

* Travelling.
* Reading and Writing.
* Love meeting people.
* Dancing and listening to music.

REFEREES

**Mr. Adewale Soremi (HND, BSc, MBA, FCA, FCTI)**

Financial Controller

**Corona Schools' Trust Council**

08058698082

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**LinkedIn Profile:** https://www.linkedin.com/in/adewale-soremi-hnd-bsc-mba-fca-fcti-a339432a

**Mr. Adeboye John Anuoluwapo** **(HND)**

**C. E. O** @ J. White Real Estate & Property Management

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**E-mail:** ajorhn@gmail.com