

OYEBOLA GLORY BOLUWATIFE

Port Harcourt, Rivers State, Nigeria
08105150690, 08110753769 | oyebolagloryboluwatife@gmail.com
LinkedIn: <http://www.linkedin.com/in/oyebolaglory>

CAREER OBJECTIVE

To be an innovator, implementing and employing skills and knowledge in contributing effectively to organizational development. Pursuing a career in a competitive and challenging environment that has corporate cultural and societal values, as well as prospects for personal growth and development. Looking forward to the opportunities that will allow me to grow professionally, while effectively utilizing my versatile skills to help promote the organization's mission and team goals. I am that resourceful person every organization needs.

SKILLS AND EXPERTISE

- Excellent Communication skills
- Organization and multitasking skills
- Leadership and management skills
- Quantitative and analytical skills
- ICT Skills (with proficiency in Microsoft office suit)
- High level of sales proficiency
- Active listening and Presentation skills
- Budget management
- Teaching/ instructing using audio-visual aids
- Forward thinking/problem solving skills
- QuickBook/Sage 50 software (beginner)
- Mind mapping and emotional intelligence
- Account and business management
- New business development
- Resourcefulness and well-coordinated

EDUCATION

B.Sc. in Accounting Crawford University Ota, Ogun State	in view
Higher National Diploma (HND) in Accounting. Ogun State Institute of technology, Igbesa. Ogun State, Nigeria.	2017
National Diploma (ND) in Accounting. Ogun State Institute of technology, Igbesa. Ogun State, Nigeria.	2013

WORK EXPERIENCE

- Lead Instructor:** Go Steam Global (Kids Club) Port Harcourt, River State **March 2021 till date**
- Instructing kids to carry out projects and experiments
 - Evaluating and tracking progress of work plan towards achieving the years target
- Admin / Operation Manager.**
- Maintaining financial records of the company.
 - Drafting, reviewing and proofreading office documents and Perform basic data entry when needed.
 - Handling of calls and follow up of clients
 - Ordering and stocking of office supplies, Operating and maintaining of office machines including printers, and copiers.
 - Maintaining reception area clean, organized and ensured compliance with company rules and regulations.
- Store Manager (Volunteer):** Josadef Pharmacy. Port Harcourt, River State **October 2020 – January 2021**
- Kept sales record and restock store accordingly.

- Maintained clear and organized records to ensure all reports and invoices are filled and stored properly.
- Ensured Proper arrangement of stocks.

Graduate Audit Assistant (Internship): International Bible Training College **June 2018 – July 2019**
Port Harcourt, River State

- Carried out internal checks and examinations of vouchers and books of accounts.
- Examination of staffs payrolls, pension and the organizations financial report.

Front Desk Officer.

- Responded to visitor’s questions professionally and courteously.
- Drafted, review and proofread office documents and Perform basic data entry when needed.
- Ordered and stock office supplies, Operate and maintain office machines including printers, and copiers.
- Maintained reception area clean, organized and ensured compliance with company rules and regulations.

Financial/Account Teacher (NYSC) Government Senior Secondary School **June 2018 – July 2019**

- Taught SSS1 Class Financial Accounting.
- Mark class attendance and kept class abreast of the current trends in Nigeria
- Supported teachers in preparing result sheet.

Subject Teacher: Queen unique college Owode Yewa ogun state. **November 2017 – June 2018**

- Taught Mathematics (JSS1 – JSS3) and Business Study (JSS1– JSS3).
- Marked class attendance for JSS3A as the Form Teacher.
- Prepared result sheet for all subjects handled in the school

Sales Representative (IT): Elmables Technology (Nig.) Enterprise Ogun state **November 2013- July 2014**

- Maintained positive business relationships to ensure future sales.
- Managed business relation with existing customers also protecting new customers.
- Directed selling, ensuring availability and visibility of products in all retail outlets.
- Advised on legal issues and representing clients in disputes

PROFESSIONAL CERTIFICATIONS AND TRAININGS

- | | |
|---|-------------|
| • Life and Business Skill Training: Nigeria Bottling Company Coca-Cola | 2021 |
| • Certificate of Achievement: Jobberman Soft-Skills Training | 2021 |
| • (Certificate of Participation):World Largest Lesson | 2019 |
| • NWA: Movement against Depression and Suicide. | 2019 |
| • YALI certification on Managing Strategies for People and Resources. | 2019 |
| • Certificate of Participation (THINKATION) Thinking Education. | 2019 |
| • YALI certification on Workforce Collaboration and Development. | 2019 |
| • YALI certification on Responsible Leadership on Transparency and Good governance. | 2019 |
| • YALI certification on Developing a personal code of ethics-
Understanding the rights of Women and girls. | 2019 |
| • YALI certification on Effective Communication for Healthy Outcomes. | 2019 |
| • YOUTHUNIVERSITY CONSULT. Leadership Launch-Pad. | 2018 |
| • National Association of Polytechnic Accounting Students: Chief whip. | 2017 |
| • Cisco Networking Academy (IT Essentials). | 2013 |

AWARD AND COMMENDATION

- | | |
|--|----------------------|
| • Appreciation Award Recognition: GLIM Awards | December 2021 |
|--|----------------------|

- **Award of Appreciation** : Crystal Edge professional Services
- **Certificate of Recognition** : Kreatenity Hub

November 2021
2018

PROFESSIONAL TRAININGS

D.Mackaisen and Associate Port Harcourt Rivers State **2019**

- | | |
|-----------------------------|----------------------|
| • HSE 1, 2 and 3. | • Entrepreneurship |
| • Human Resource Management | • Project Management |

Mould Africa Emotional Intelligence Training in Port Harcourt Rivers State Intensive Emotional Management Skills **2019**

YOUTHUNIVERSITY CONSULT. Leadership Launch-Pad (Lagos State) **2018**

- Business communication and public speaking, World class customer service, Ethics and professionalism, Emotional intelligence, Innovation and creativity, Leadership: self, Group and National, Personal effectiveness, Entrepreneurship, Personal grooming and etiquette, Self-awareness and improvement.
- **YOUTHUNIVERSITY CONSULT. Leadership Academy, Advance selling Skills** **2018**
Impact Training, Advertisement Training and Management Consulting.
- Interpersonal relationship skills and how to manage relationships with people.

CONFERENCES ATTENDED WITH DATE

- | | |
|---|-------------|
| • Africa Young Entrepreneurship Empowerment Nigeria (AYEEN) | 2018 |
| • Thinking Education (THINKATION) | 2019 |

VOLUNTEERING AND COMMUNITY SERVICES EXPERIENCE

- | | |
|--|---|
| <ul style="list-style-type: none"> • God's Glory Foundation (Lead Volunteer) • World Literacy Foundation. • Heart Minders Societal Advancement Initiative. • World Largest Lesson (Teaching Sustainable development goals for children and family lesson). • Uche Odoputa Foundation. • PadBank Initiative. • Purple Care Initiative | <ul style="list-style-type: none"> • Loveled Foundation • MADS Campaign (Movement Against Depression and Suicide). • Pink and Blue Initiative (Walk for Cancer). • HeartMenders societal Advancement initiative. • ImpactHer (Empowering women on small scale business) • Iconic Women Conference |
|--|---|

INTEREST AND HOBBIES

- | | |
|---|--|
| <ul style="list-style-type: none"> • Researching • Calculating • Traveling | <ul style="list-style-type: none"> • Reading • Tailoring • Craft making |
|---|--|

REFEREES

- Available on request.