PAUL ADEWOLE EZEKIEL

1, ALABERE COMPOUND NDDC QUARTERS OKITIPUPA L.G.A ONDO STATE.

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**PROFESSIONAL SUMMARY**

Highly motivated, enthusiastic, passionate and versatile professional manager with about five (5) years work experience in different fields of accounting, Administration and management. Valuable experience at the application of management tools for the actualization of organizational goals. Self-driven, known for strategic planning, creative thinking and decision making skills.

**SUMMARY OF SKILLS**

Microsoft office (word, Excel, PowerPoint)

**EDUCATION**

Federal cooperative college Ibadan NHD cooperative Economics &management October 2014

Ondo state cooperative college Akure Professional Diploma cooperative studies &mat October 2011

**WORK EXPERIENCE**

Coastville Global Resource Limited May 2020-till Date

Administrative officer/HR

* Preparation of regular reports on office expenses and budget.
* Overseeing the general administrative and operational activities of the company’s.
* Preparation of administrative reports.
* Involved in recruitment and hiring of new employees.
* Keep track of employee’s performance.
* Handling conflicts, disciplinary action and terminations.
* Take minutes of board meeting.

State Specialist Hospital Okitipupa cooperative multipurpose society Limited

 September 2017-Febuary 2020

Accounts Officer/ Manager

* Managing the affairs of all employees.
* Taking records of all cash inflow and cash outflow
* Relating with banks on appropriate time for deductions.
* Involved in disbursement of loan.
* Processing of refund in case of over deductions.
* Cross-checking invoice with payments and expenses to ensure accuracy

ASHA microfinance Bank January 2017-May2017

Loan officer

* Evaluation of credit worth by processing loan application and documentation
* Interviewing applicants to determine financial eligibility and feasibility of granting loan
* Determining of applicable ratio and metrics and set up debt payment plans.

**SPECIAL TRAINING**

Nigerian Institute of Management (chartered) September 2015- April 2016

* Graduate membership certificate.
* Proficiency certificate in management.