

# BLESSING TOLULOPE KOLAWOLE

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## CAREER OBJECTIVE

Seeking to work in an environment that will challenge me further while allowing me to contribute to the continued growth and success of the organization. I am personable and reliable and will prove to be an asset to the organization.

## CAREER SUMMARY

- Dynamic and highly qualified with extensive knowledge of administrative procedures, customer relationship management, and accounting practices.
- Ensuring Customer's satisfaction.
- Preparation of Statement of Affairs and assist in the preparation of Financial Statements.
- Computation of Tax Liabilities and applying for a tax clearance certificate.

## CORE SKILLS

- Flexibility and initiative skills.
- Effective team-player and capable of gaining new skills without difficulty.
- Excellent customer service skills.
- Excellent Business Development Skills.
- Polite, innovative, and resourceful.
- Strong Focused and result-oriented skills.
- Strong leadership abilities.
- Microsoft Package Skills.

## WORK EXPERIENCE

❖ **Job Title:** Personal Assistant to General Manager.

**April 2021-Till date.**

**Prorich Products Nigeria Limited. Mowe, Ogun State, Nigeria.**

- ✓ Monitoring and reporting manager's mails and responding if required.
- ✓ Answering Phone calls and liaising with clients competently.
- ✓ Delegating work in manager's absence.
- ✓ Taking notes and writing minutes during meetings.
- ✓ Planning and organizing meetings.
- ✓ Preparing presentations and conducting research that the General Manager may require.
- ✓ Various adhoc requests.

❖ **Job Title:** Personal Assistant/HR Assistant.

**Feb.2020-April 2021.**

**Prorich Products Nigeria Limited. Mowe, Ogun State, Nigeria.**

- ✓ Overseeing the preparation of all documentation; Memos, Reports, and presentations.
- ✓ Conducting Training for Staff.
- ✓ Assists in Preparing monthly staff salary and allowances.
- ✓ Managing company's google account and all social media accounts.
- ✓ Documenting and managing of staff Information.
- ✓ Ensuring that standard office practices and routines are functioning effectively on an

ongoing basis.

- ✓ Oversees the preparation, checking, and sending of emails.
- ✓ Checking and computing staff attendance.
- ✓ Performing other standard secretarial functions such as filing, accurate record-keeping, photocopying, handling inquiries, making meeting arrangements, all in a consistent manner with official guidelines, and any other duties requested by the Manager.

❖ **Job Title:** Audit Trainee (NYSC).

**Oct. 2018-Oct.2019.**

**Adeyemi Olowolaju & Co. Chartered Accountants. Akure, Ondo State, Nigeria.**

- ✓ Preparation of Statement of Affairs.
- ✓ Filing of Annual Return and Monthly VAT Return.
- ✓ Analyzing of Bank Statement and Ledgers (Expenses, Sales and Purchases).
- ✓ Applying for Clients Tax Clearance Certificate on FIRS Portal.
- ✓ Assist in the Preparation of Financial Statements with Compliance to IFRS Standard.
- ✓ Computation of Tax Liabilities and verification of vouchers.

**FINANCIAL SECRETARY (GENDER VANGUARD CDS GROUP).**

**2019.**

- ✓ Developed the interest of the community to participate in CDS projects.
- ✓ Collection of Monthly Dues and proper recording of CDS weekly transactions.

❖ **Job Title:** Administrative Officer (Industrial Training).

**Sept. 2015 - Aug. 2016.**

**Sookolatof Nigeria Limited (Poultry/Fish Farm Division). Ogiyo, Ogun State.**

- ✓ Recording of Daily Transactions in the appropriate book of accounts.
- ✓ Chickens/Fish feeding monitoring and coordination of casual staff.
- ✓ Act as customer service officer when required.
- ✓ Remitting of daily sales transactions to the bank.
- ✓ Keeping the track of chickens/fish procurements and their supply to customers.
- ✓ Any other designated duties within the scope of the position held.

❖ **Job Title:** Marketer-Media (SIWES).

**Oct. 2014- Jan. 2015.**

**Federal Radio Corporation of Nigeria (FRCN) Ibadan.**

#### **CERTIFICATIONS**

- NATIONAL YOUTH SERVICE CORPS. **2018- 2019.**  
**Certificate of National Service/Discharge Certificate.**
- GATEWAY ICT POLYTECHNIC, SAAPADE, OGUN STATE. **2013-2018.**  
**Programme: Business Administration and Management.**  
**HND Upper Credit.**
- QUEEN'S SCHOOL APATA, IBADAN. **2007-2013.**  
**West Africa Senior School Leaving Certificate.**
- PRAISE NURSERY&PRIMARY SCHOOL AKINYEMI ROAD, IBADAN. **1999-2007.**  
**Primary School Leaving Certificate.**

#### **PROFESSIONAL QUALIFICATION**

- INTERNATIONAL STRATEGIC MANAGEMENT INSTITUTE. **2019.**  
**CISM**
- JOBBERMAN SOFT-SKILLS TRAINING CERTIFICATE **2021.**

## HOBBIES

- Meeting People.
- Traveling and making discoveries.
- Reading.

## BIODATA

- Date of Birth: 13<sup>th</sup> May, 1997
- Sex: Female.
- Marital status: Single.
- Nationality: Nigerian.
- State of origin: Ogun State.

## REFEREE

Available on Request.