**CURRICULUM VITAE**

AJIBEWE OLUWAKEMISOLA AJOKE

**19B, Godwin Iyamu Street, Ipaja, Lagos State**

**Phone No: +2348133642225**

**Email: ajibewekemisola@gmail.com**

1. Family name: Ajibewe

2. First names: Kemisola Ajoke

3. Nationality: Nigerian

4. Civil status: Single

5. Education:

|  |  |
| --- | --- |
| **Institution Date** | **Degree(s) or Diploma(s)**  **obtained:** |
| The Institute of Chartered Accountants of Nigeria 2019  Adekunle Ajasin University 2017 | In-View  Banking & Finance |

6. Other skills: (e.g., computer literacy, etc.) Highly proficient in the use of Computer

7. Present position: Admin Officer II / Personal Assistant

8. Years of professional experience: 4 years

9. Years within the Profession: 4 years

10. **WORKING EXPERIENCE:**

***AAC PROFESSIONAL SERVICES (Admin Officer/Personal Assistant 2018 - Date***

* Delivered human resources financial support by certifying and processing payroll, completing deposits, performing pay adjustments, and promptly processing payment to staff.
* Managed invoicing and payment processing operations.
* Handled account payments and provided information regarding outstanding balances.
* Prepared a memo when necessary for the staff if there is an urgent information from the management
* Responded to emails and other correspondence to facilitate communication and enhance business processes
* Arranged domestic and international travel plans and itineraries, including flight, car service and restaurant reservations.
* Maintained appropriate filing of personal and professional documentation.
* Handled incoming mail, bills and invoices and completed appropriate actions.
* Executed basic banking and bookkeeping tasks.
* Screened personal and business calls and directed to appropriate party.

**REFERENCES**

**Available on Request**