**ASAYAN OLUWAJOMILOJU MONIJESU**

*PLOT 150, Lola Holloway Street, Omole Phase 1, Ikeja, Lagos | 08182717371 | asayanjomiloju@gmail.com*

**PROFESSIONAL SUMMARY**

 To devote effort into sharpening my skills through hands-on experience in an organization, work towards the growth of the organization with existing staff and facilities so as to contribute the best of my ability towards improving institution objectives, goals, targets as well as to develop my skills for maximum output.

**PERSONAL DATA**

GENDER: FEMALE DATE OF BIRTH: 5TH SEPTEMBER 1998

MARITAL STATUS: SINGLE RELIGION: CHRISTAINITY

L.G.A: ABEOKUTA NORTH State of Origin: OGUN STATE

**EDUCATION**

University of Ibadan 2015 – 2018

Bachelor of Science, Economics, Second Class Honors

Educational Advancement Centre

Cambridge A ‘levels 2014 – 2015

George and Duke International College, Felele, Ibadan. 2009 – 2014

**CORE COMPETENCIES**

* Computer Literate (Proficiency in Microsoft Excel package, Proficiency in Microsoft Office Package)
* Great management and Organization skills
* Excellent communication and relationship management skills
* Ability to work efficiently with little Supervision
* Analytical and Creative thinker
* Teamwork and Collaboration
* Great Leadership skills

**WORK EXPERIENCE**

**Office of the Accountant-General, Osun State, Osogbo** August 2018- June 2019

# Internal Audit Intern

Duties and responsibilities.

* Assist in the compilation of audit materials
* Gather and analyze data for auditing and input in organized record
* Manage and organize documents that need to be audited, assist in administrative duties such as completing monthly audit reports.
* Perform other duties as assigned by supervising instructor

**EDUCATIONAL ADVANCEMENT CENTRE**

# Student Lecturers August 2014- September 2014

* Assisted in setting and administering test questions to students in preparation for A’levels Examination.
* Assisted in lecturing Business management and Economics
* Assisted in promoting good relationship between student-teachers and students.

**Digilearn Centre**

 Front-Desk receptionist May 2017- July 2017

**VOLUNTEER JOBS**

Educational Advancement Centre Tutorials 2014

Independent National Electoral Commission (INEC) 2018

APO I- Assistant Presiding Officer (Osun state governorship election)

**ACADEMIC RESEARCH WORK**

Determinants of students’ academic performance in public and private secondary schools: Case study, Ibadan. 2018

Presentation of findings ‘Youth Empowerment’ at the Department of Economics, group project, University of Ibadan, Nigeria. 2017

**CERTIFICATION**

National Youth Service Corp 2019

**PROFESSIONAL BODY**

 Nigeria Economic Students Association (NESA) 2017

**HOBBIES/INTEREST**

- Enjoys planning, arranging and organizing things.

- Interested in business management, marketing, writing and meeting new people.

**REFEREES**

Available on request**.**