
BABARINDE OKIKIOLUWA SUNDAY

21, Adelakun Street, Sango Eruwa, Ibarapa East Local Government

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PROFILE

A charismatic graduate in Accounting Technology. Also, a reliable and trustworthy individual. I take pride in doing work to the highest standard and I am always happily and confidently willing to take on responsibilities in the work place. A quick learner who enthusiastically takes on new challenges, works well in a Team as well as being able to lead, use initiative, and can communicate at all levels.

PROFESSIONAL EXPERIENCE

2019 - 2020: School of Nursing, Cross River State (NYSC)

Position: Treasurer

Job Description:

- General financial oversight. Oversee and present budgets, accounts and financial.
- Financial planning, financial reporting and budgeting.
- Banking, book-keeping and record-keeping.
- Control of fixed assets and stock.

2016: Online Dynamics Business Concept Ltd, Cocoa House, Ibadan

Position: Administrative Officer

Job Description:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Wrote and distribute email, correspondence memos and letters
- Assisted in the preparation of regularly scheduled reports.
- Develop and maintain a filing system

2010 - 2011: Awojobi Clinic, Sango, Eruwa

Position: Records Officer

Job Description:

- Creating & maintaining company databases to ensure quick retrieval of information.
- Developing record distribution and storage policies.
- Auditing the information that is created and stored within the company.
- Analyzing company's information needs and developing procedures to ensure these requirements are met.
- Potentially overseeing the transition from paper to electronic management systems.

2009 - 2010: Reliability Communication, Eruwa

Position: Computer Operator

Job Description:

- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operations.
- Started operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.
- Responding to user requests and problems.
- Performing preventative maintenance.
- Maintaining supply inventory.
- Ensuring the security of the company's computer systems.

2008 - 2009: Remola Communication, Eruwa

Position: Secretary

Job Description:

- Answer phone calls and redirect them when necessary
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Prepare and disseminate correspondence, memos and forms
- File and update contact information of employees, customers, suppliers and external partners
- Support and facilitate the completion of regular reports
- Develop and maintain a filing system
- Check frequently the levels of office supplies and place appropriate orders
- Make travel arrangements

EDUCATION

Ladoke Akintola University of Technology, Ogbomoso, Oyo State B.Tech. Accounting Technology	2018
Obaseeku High School, Sango WASSCE	2007
Baptist Day School, Sango, Eruwa PLSC	2000

SKILL PROFILE/CORE VALUES

- Ability to Pay Attention to Detail.
- Usable Computer, Good Research, Customer Service, Marketing and Multitasking skills.
- Scheduling, Book-Keeping and Office Technology Skill.
- Positive Attitude to Work/Good Time Management and Team Spirit.
- Clear, concise, articulate written and verbal communication skills.
- Integrity and Honesty
- Tenacious and Tact
- Enhanced Technical IT Skill/Good Personal and Interpersonal Skills. (Corel Draw & Microsoft Office)
- Quick reading ability with high comprehension.

INTERESTS

Reading, Intellectual Discussions, Traveling and Meeting People

REFEREES

Chief John Folorunso Adeleke (Aremo Eleruwa)

Chairman, Board of Revenue

Secrta

Tel: 08083709494

Comrade Ojo Adeleye

CEO, Lonent Enterprises

Eruwa, Oyo State

Tel: 08027952747