

AJAYI IFEDAYO ADESOLA

PROFESSIONAL SUMMARY:

Results-driven management professional with proven ability to lead team to success. Strong focus on team collaboration, operational efficiency and achieving measurable outcomes. Adept at strategies planning, process improvement and fostering culture of accountability and excellence. Known for adaptability and consistently meeting the change of organizational needs.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Pursuing full-time role that presents professional challenges and leverages interpersonal skills, effective time management and problem-solving expertise.

WORK HISTORY:

Manager: Sept, 2023 – Mar, 2025

First Olaide Oil and Gas, Ibadan Oyo

- Managed and motivated employees to be productive and engaged in work
- Oversee the sales of petrol, diesel, gas and super mart.
- Daily inventory taking of petrol and the likes
- Stock counting and Restocking of the super mart goods
- Daily account reconciliation
- Payment of staff salary

Accountant: Apr, 2022 – May, 2023

NYSC Place of Primary Assignment – Winteck Nig. Ltd. Ibadan, Oyo – State, Nigeria

- Handled day-to-day accounting processes to drive financial accuracy.
- Prepares monthly payroll and pay staff salary online
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions
- Filling invoices, receipt and related document
- Processing of various payment vouchers with cheques stock of various banks.

Account Clerk: Dec, 2021- Apr, 2022

First Olaide Oil and Gas: Ibadan, Oyo – State

- Prepares daily transaction of the firm on payment voucher.
- Liaise with banks on behalf of the firm.
- Summarizes the income and expenditure account.



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SKILLS:

- Customer service
- Computation skills such as: Microsoft Word, Excel, CorelDraw and PowerPoint
- Problem-solving skills (i.e. Conceptual and analytical thinking)
- People's Management
- Team leadership

CERTIFICATES:

- NYSC Discharge Certificate 2023
- B.SC. Accounting 2022
- Diploma 2015
- WAEC 2013
- School leaving Certificate 2007

I.T. Placement: Secretary, **Jan, 2020 – Mar, 2020**
Kadeoyeni Nig. Enterprises, Ogun-State

- Ensuring prompt payment of goods
- Confirm the accuracy of goods supply to the company.
- Implement workflow procedures based on the direction from the manager.
- Computing the monthly shifts and overtime allowances due to the concerned staffs.

Secretary/Graphic Manager: **Apr, 2015 – Nov, 2017**
I.D. Noble Graphics, Ado - Ekiti

EDUCATION:

- **B.Sc. (Hons.) Accounting** **2022**
Ekiti State University, Ado – Ekiti, Ekiti State.
- **Diploma** **2015**
Adekunle Ajasin University: School of Business Akoko, Ondo State.
- **West African Examination Council (WAEC) & NECO 2013**
Aramoko District Commercial Secondary School Aramoko-Ekiti.
- **Primary School leaving Certificate** **2007**
St. Joseph Primary School Aramoko-Ekiti.

REFERENCES:
Available on Request