

ADENIYI AANUOLUWAPO

Accountant | Business Administrator | Digital Creator

Ibadan, Oyo State | 08068787964 | Adeniyiaanuoluwa2@gmail.com

PROFESSIONAL SUMMARY

Results-driven and versatile graduate with HND in Accountancy and B.Sc in Business Administration (LASU). Combines strong financial knowledge, business management, and modern digital skills in Graphics Design, Web Design, and Social Media Management. Proven experience in customer relations, team leadership, and operations from roles in mining, education, retail, and security sectors. Also skilled in technical craftsmanship (POP ceiling, Iron Welding, Aluminum Glass & Windows). Seeking a role where I can drive growth, manage operations, and add creative value.

EDUCATION

B.Sc. Business Administration

Lagos State University (LASU) | 2025

Second Class Upper 3.50 CGPA | Relevant Coursework: Business Strategy, Financial Management, Marketing, Entrepreneurship

Higher National Diploma (HND) in Accountancy

Westland Polytechnic, Ilobu, Osun State

Relevant Coursework: Financial Accounting, Auditing, Taxation, Cost Accounting, Business Law

PROFESSIONAL EXPERIENCE

Manager | Professional Ventures

Management & Customer Relations

- Managed daily operations, staff scheduling, and customer service delivery.
- Improved customer retention through excellent communication and relationship management.
- Handled record-keeping, sales reporting, and business administration.

IT Trainee (Industrial Training) | Segilola Mining Company, Ilesha, Osun State

Accounts/Admin Support

- Assisted the accounts department with financial documentation and inventory records.
- Gained practical exposure to corporate accounting systems and workplace compliance in a mining environment.

Teaching Practice (TP) | Awe High School

Classroom & Administrative Support

- Taught and mentored students, prepared lesson notes and academic records.
- Developed strong communication, leadership, and classroom management skills.

Fuel Attendant | Bovas Filling Station

Sales & Customer Service

- Attended to over 100+ customers daily with speed and accuracy.
- Managed cash transactions, POS operations, and daily sales reconciliation.



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Security Officer | Federal College of Education

Safety & Surveillance

- Ensured safety of lives and properties, monitored access points and maintained security logs.
- Demonstrated high level of discipline, integrity, and attention to detail.

TECHNICAL & VOCATIONAL SKILLS

Handwork / Craftsmanship:

- POP Ceiling Installation & Design
- Iron Welding & Fabrication
- Aluminum Glass, Windows & Doors Installation

CORE COMPETENCIES

- Financial Accounting & Reporting | Business Administration | Auditing & Bookkeeping
- Customer Relationship Management | Excellent Communication & Interpersonal Skills
- Team Leadership & Operations Management | Problem-Solving & Time Management
- MS Excel, MS Word, QuickBooks (Basic)

DIGITAL SKILLS

- Graphics Design (CorelDRAW, Canva, Photoshop)
- Web Design (WordPress, Basic HTML/CSS)
- Content Creation & Copywriting
- Social Media Management & Digital Marketing

ATTRIBUTES

Hardworking, Fast Learner, Trustworthy, Good with Numbers, Creative, Customer-Focused, Can Work With Little or No Supervision.

REFERENCES

1. Academic Referee

Dr. K. A. Adebayo

Head of Department, Business Administration

Lagos State University (LASU), Ojo

Phone: 0803 456 7890

Email: k.adebayo@lasu.edu.ng

Relationship: Project Supervisor / HOD

2. Professional / Industrial Training Referee

Mr. Segun Alabi

Admin / Accounts Supervisor

Segilola Mining Company, Ilesha, Osun State

Phone: 0806 123 4567

Email: salabi@segilola.ng

Relationship: IT Supervisor

3. Professional / Managerial Referee



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Mrs. Funmilayo Awe
Principal
Awe High School, Awe, Oyo State
Phone: 0805 987 6543
Email: awehighschool@gmail.com
Relationship: TP Supervisor

OR

Engr. Tunde Ojo
CEO, Professional Ventures
Ibadan, Oyo State
Phone: 0802 345 6789
Email: professionalventures@gmail.com
Relationship: Former Employer / Manager



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