**OMATSOLA TIMI**

**PERSONAL DATA**

**NATIONALITY:** Nigerian

**DATE OF BIRTH :** 16th July, 1986

**MARITAL STATUS:** Single

**GENDER:** Female

**PROFILE**

## I am seeking for a new challenge in Administrative and Office Support services where I can contribute positively to the growth, success and smooth running of your organisation through the rare mix of skills and competencies I have acquired over the past seven years in Tax administration, Administrative support services, Business development, Project management and Human resource management, which have taught me to prioritise projects by using initiative and adopt a proactive approach when overseeing the operations within the organisation, coordinating with management and engaging in planning according to the needs of the organisation.

I possess excellent written and verbal English communication skills, highly organised and have good knowledge of Microsoft Office. I am proficient in multi tasking and enjoy the challenge of performing different tasks at the same time.

I am willing to work outside the regular job hours by working with a mindset of providing support and solutions to meet every business needs.

I am cultural sensitive with an ability to build rapport with diverse workforce in a multicultural setting.

**PROFESSIONAL EXPERIENCE**

LAGOS STATE INTERNAL REVENUE SERVICE

*Senior Revenue Supervisor(September 2010 –August 2016)*

* I assist my unit head by providing support operations in the running of the day-to- day activities of my department. I am solely responsible for handling the budget for my department, maintenance schedules for supplies, as well as equipment and technological systems.
* I have been able to foster team spirit, responsibility and accountability as the team head. This has helped my team meet our deadlines on all projects we handle, for two years in a row.
* I am responsible for complaints handling, regular communication and resolving tax payer’s queries as they arise.
* I represent the team at occasional meetings as requested by my unit head.
* I devised an efficient data-entry system that was approved by management and increased audit project productivity by 70%
* The timely collation and gathering of all documentation relating to the tax audit projects has helped my team run and manage projects from start to finish within the baseline cost plan.
* I ensure that the audit on taxpayer’s books of accounts and a revenue report filing system are carried out in line with the tax audit process manual.
* By putting in more efforts in educating and enlightening taxpayers on their tax responsibilities, my team has been able to increase revenue brought in to the state by obtaining overdue tax returns and increasing tax compliance.

CDNET NIGERIA LIMITED

*Data entry Administrator ( Part- time July 2010 – December 2010)*

* I was responsible for entering 60% of all data necessary for creating the company’s career website by inputting text based and numerical information from source documents within time limits.
* I compiled, verified and sourced information according to priorities to prepare source data for computer entry.
* My strong eye for details enabled me easily sight deficiencies or errors, correct any incompatibilities if possible and check output.
* By applying data technique and procedures, I was able to generate reports, store completed work in designated locations and perform backup operations.

TTC MOBILE LIMITED

*Business Development Officer (March 2010 – September2010)*

* I was responsible for identifying new business and partnering opportunities. I was able to surpass my target by bringing in two more new businesses to partner with TTC Mobile Limited.
* I conducted business plans, presentations and budgets for development, expansion and management of specific programs. This included securing job placements with other companies for those of the telecommunications training students on a part time and full time basis.
* I was involved in developing and populating a non-traditional database of potential funding sources which  included a network of contacts and development strategies for each respective source
* I prepared and assisted in negotiating teaming agreements, Memoranda of Understanding, sub-contracts with existing and new partners

**REDSTRAT NIGERIA**

***Personal Assistant to the CEO (November 2009-February 2010)***

* With my fundamental understanding of the company’s aims and objectives. I was adequately equipped to liaise with clients, suppliers, advisors, shareholders, and other company staff. I ensured that all internal staff provided daily feedback to the CEO.
* I was responsible for organising and maintaining the CEO’s diary and setting up meetings and appointments on a weekly and monthly basis.
* The nature of the job enabled me perfect my skill of keeping calm while working under pressure. This helped me think on my feet during crisis and typically support senior managers, executives and teams.
* Handling the CEO’s incoming email, dealing with correspondence, writing emails/ letters, taking dictation, typing minutes and meeting reports; and post delegating work to managers as relevant to each staff member.
* It was my duty to oversee office procurement and ensure that overhead expenses were within the allocated spending budget.
* I dealt with the CEO’s personal matters with confidentiality. This included: holidays, flights, family, banking, medicals, housing and other private matters.

**CBC EMEA**

***Business Development Executive Trainee (December 2008 – October2009****)*

* I was part of the team that organised corporate and company entertainment, management meetings and events.
* I met more than 65% of my target of marketing and selling data backup and systems software to the company’s clients.
* I effectively handled the compilation of all necessary documents for online bids on or before the official deadline.
* My research and writing skills were used adequately, as I was in charge of preparation and organisation of all proposals to be sent out to clients in my team.
* I was responsible for the preparation, organisation and updating of quotes and purchase orders in an adequate record filing system.

**EDUCATION AND CERTIFICATES**

**Advance Learning Interactive Systems Online (ALISON) Ireland**

Project Management ( Diploma) **September 2015**

**Covenant University, Ogun State, Nigeria**

B.Sc. Business Administration (Honours) **June 2008**

**Air Force Secondary School Ikeja, Lagos State, Nigeria**

Senior Secondary Certificate Examination (SSCE) **May**/**June 2003**

**CERTIFICATIONS**

* **Chartered Institute of Personnel Management of Nigeria (CIPM) Associate Member (2014)**

**HOBBIES**

I enjoy swimming, listening to music, watching movies, social networking, and travelling. I also love nature; the birds, trees and watching the sun set.

**Job Seeker First Name / CV No: 1838382**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

