OLATUNJI

OLATUNJI.365967@2freemail.com

**PERSONAL SUMMARY**

A creative and inventive individual, who craves a challenge and is not afraid to work outside his comfort zone. I am a motivated team player who consistently aims to push revenue expectations and exceed set goals. With excellent communication skills, I can relate to a wide range of subjects and activities.

With a keen eye for results and positive can do attitude, I have successfully built a record of accomplishment which involves achieving and exceeding the standards of performance set out for any sales projects.

I look forward to to build a career in a fast paced environment, and I am looking for a role to harness my skills in an environment that values passion, integrity; and rewards hard work.

**ACADEMIC BACKGROUNG WITH DATES**

* **2011 Olabisi Onabanjo University.**

B.Sc. in Economics Ago Iwoye, Ogun State.

* **2010 Nigerian Institute of Management (Chartered)**

Graduate Member Idowu Taylor Str. Victoria Island, Lagos State.

* **2010 Proficient Certificate In Management**

Graduate Member Idowu Taylor Str. Victoria Island, Lagos State.

* **2002 Orere Grammar School**

Senior Secondary School Certificate Ile-Oluji Ondo State.

* **1994 Saint Luke’s Anglican Primary School**

First School Leaving Certificate Ile-Oluji Ondo State.

**CAREER HISTORY**

**REDEEMER’S UNIVERSITY- Mini-Campus, Mowe, Ogun State**

**LECTURER/ ACCOUNTING OFFICER:** *January, 2017- Present*

Responsible for initiating new strategies to develop the school, build good operational accounting and lecturing the social and management students.

**RESPONSIBILITIES:**

* Lecturing students on Economics and Financial Accounting courses
* Promote the school’s programs to potential clients and develop new brand of products for the new and existing students
* Writing up concise, value based sales proposals
* Heading the accounting department
* Supervising the preparation of the monthly staff payroll and the financial report

**DIRECTORATE OF TECHNICAL AID CORPS (TAC), MINISTRY OF FOREIGN AFFAIRS-** Alex Ekwueme Way, Jabi, Abuja

**TAC VOLUNTEER:** *August, 2014- August, 2016*

Recruited by the Federal Republic of Nigeria in partnership with the Republic of Namibia as a TAC volunteer, charged with the responsibility of training Namibian youths on various entrepreneurial skills.

**RESPONSIBILITIES:**

* Facilitatevarious entrepreneurship training skills
* Served as Public Relations Officer (PRO) for the training institute
* Instituting a workable strategies of developing financial strength and self-sustainability of the institution
* An active member of the decision making team of Nigerian volunteers in Namibia during the national service

**GUARANTY TRUST BANK PLC-**Ijebu-Ode, Ogun State

**TRANSACTION OFFICER**: *May, 2011- May, 2012*

Responsible for transactions of a financial and non financial nature related to account maintenance processing and posting customer deposits, related suspense account entries and adjustments. Verify all incoming and outgoing transactions to ensure adherence to agreements and balanced reporting using independent judgement based on experience and using standard procedures and guidelines. Ensure productivity standards are achieved and Service Level Agreements are met or exceeded.

**RESPONSIBILITIES:**

* Receive requests from customers for processing financial transactions
* Process entries using multiple steps and involving unique situations to ensure adjustments are posted directly to customer's accounts, operation centres or branches
* Verify documentation on file to ensure accuracy (e.g. fax agreement, signatures, special handling instructions, available funds)
* Create new client files using an in-house database system and ensure client service charges are calculated and charged appropriately
* Promoting the branch through effective customer care service

**VICTORY COMMUNICATIONS-** Ikotun, Lagos

**Procurement Officer:** *February 2004 – January 2006*

In charge of locating sources for supplies and services, and of maintaining relations with suppliers and vendors; negotiate with vendors to get the best prices and deals, utilizing the power of purchase and the economies of scale and often set up contracts between vendors and the company.

**RESPONSIBILITIES:**

* Sourcing and negotiating prices and contracts
* See to it that files containing all information regarding purchases and services are kept in an orderly fashion.
* Ensure staff usually works with the accounting department and post all transactions
* Ensure vendors are paid on schedule. In addition
* Keeping inventory levels current and foresees future needs of the company.

**LITTLE BY LITTLE PROPERTY COMPANY-** Lagos

**Properties Manager:***November, 2003 – January 2004*

Responsible for looking after the daily running of residential and commercial properties.

**RESPONSIBILITIES:**

* Managing landed properties on behalf of the company
* Letting out apartments managed by the company
* Sales and Purchasing of Properties
* As a branch head, preparing monthly Report for management decision making

**KEY SKILLS AND COMPETENCIES**

**Business development attributes**

* Possessing the financial knowledge and commercial flair needed to understand diverse market and identify potential opportunities and new clients.
* Ensuring that projects are financially viable.
* Ability to react quickly to emergency situation or new customer requirements.
* Identifying the specific needs of customers, then creating bespoke solutions for them.
* Writing accurate reports through the detailed analysis of data.
* Sharing knowledge and expertise in a highly professional manner.
* Can quickly collate and prioritise data from different sources.

**PERSONAL SKILLS**

* Entrepreneurial spirit
* Persuasive & articulate
* Relationship development
* Influencing skills
* Negotiation skills

**AREAS OF EXPERTISE**

* Forward planning
* Project management
* Driving performance
* Spotting business opportunities
* Implementing plans
* Proficient communicator
* Mobile marketing
* Market intelligence
* Customer Focus

**COURSE/WORKSHOP ATTENDED WITH DATE**

* Administrative/ Management Soft Skills Training 2013
* AICO Insurance Company Business Development/ Marketing Training 2014
* Passion view Solutions Ltd (Leadership & Career Development) 2012
* Certificate of Participation in Teachers’ Capacity Building Workshop 2010

**HOBBIES**

* Reading
* Thinking Strategically
* Watching Football Matches