OLUWABUKOLA J. OLAYIWOLE

PLANNING, ORGANIZATION AND GENERAL ADMINISTRATION

CONTACT

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PROFILE

Detail-oriented and highly organized professional with extensive experience in bookkeeping, planning, and general administration. Proven ability to manage financial records accurately while ensuring compliance with regulations. Adept at streamlining processes to enhance efficiency and support organizational goals.

SKILLS

Planning and Organization
Bookkeeping
General Administration
Attention to Detail
Effective Communication Skills

EDUCATION

University of Ilorin.
2007-2010
B.Ed. Guidance and Counselling

Kwara State COE.
2003-2006
NCE Economics Education

St Anthony's Secondary School, Ilorin.
1997-2002
WASSCE

EXPERIENCE

Administrative Assistant

Totop Ventures, [Ibadan, Oyo State]
2017 – 2020

- Assisted in the preparation of monthly reports, reconciliations, general bookkeeping.
- Managed accounts payable/receivable processes ensuring timely payments and collections.
- Organized office operations including scheduling meetings, managing correspondence, and maintaining filing systems.

Administrative Coordinator

[Eversafe Ventures], [Ibadan, Oyo State]
2012 – 2017

- Coordinated project timelines and resources for various initiatives.
- Personal Assistant to the Director

Administrative Staff

[Adetola College], [Akure, Ondo State]
2010 – 2011

- General administration

Customers Relations Officer
[Corbin Nigeria Limited], [Ilorin, Kwara State]
2009 – 2010

- Customer Relations