

ADENIRAN NAFISAT ADEOLA

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To work as dedicated employee in a dynamic environment with a progressive organization that recognizes outstanding performance and offers the potential for career growth and development, thereby using my strength and abilities for goals actualization and realization of such Organization.

SKILLS

- Email and Calendar Management Skills.
- Good Communication Skills.
- Strong Interpersonal and Customer Service Skills.
- Ability to work independently and in a team.
- Attention to details.
- Proficiency in Microsoft Office and Google Workspace.
- Good Organization and Time Management Skills.

WORK EXPERIENCE

SITE MANAGER AND ACCOUNTANT

GMARIS PROPERTIES & REAL ESTATE COMPANY (May 2025-July 2026).

- Preparation of income and expenditure account for different projects.
- Tracking and documentation of all site expenses.
- Preparation and submission of progress report to investors.
- Supervision of site activities and reporting on project milestones.
- Liason with Investors for timely release of project Funds.
- Management of site equipment and monitoring of materials to prevent losses.
- Process and disburse payments to Laborer and Artisans on sites.

SUPERVISOR

ENEJ SUPERMARKET (April 2024-April2025)

- Assigns duties to employees (Cashiers, Stockers, Cleaners etc).
- Monitors Staff performance and enforces work discipline.
- Trains new employees and provide ongoing guidance.
- Ensures compliance with Store policies and procedures.
- Resolves customer complaints and inquiries.

- Ensures a clean, Organised and Welcoming Shopping environments.
- Assists customers with Special requests or issues.
- Checks for expired, damaged, or low quality products.

ACCOUNTS TEACHER (2022-2023)

ST JOHN SECONDARY SCHOOL, KUTO ABEOKUTA (NYSC)

- Successfully maintain a positive classroom with 80% passing rate of each student in Accounting class.
- I was able to improve their performance by introducing extra lesson.
- Provision of academic support and assistance to accounting students.
- Marking of script and recording.
- Conducting Continuous assessment.

CASHIER & SECRETARY (2019-2020)

MUZNAT OIL and GAS COMPANY, OYO

- I was able to increase the number their customers by 50%.
- Record Keeping.
- Stock taking and maintenance.
- Interface between customers and the company.
- Preparation of income and expenditure of the company.

SALES ATTENDANCE (2014-2016)

PROMISEDLAND SERVICES

- Sales Management and recording.
- Recommend and display items that matches customer needs.
- Brands Marketing and advertisement.

EDUCATION

Higher National Diploma (HND), Business Administration -Upper Credit

Kwara State Polytechnic, Ilorin.

National Diploma (ND), Business Administration – Lower credit

Kwara State Polytechnic, Ilorin.

SOFTWARE

Microsoft 365

Google meet

Google sheet

Google calendar.