

ADESINA TEMILADE LATEEF *B.Sc. (Ed.)*

 Abule Egba, Lagos |  08142080232, 09123110229 |  lateeft23@gmail.com

EXECUTIVE SUMMARY

An intentional Accounting Education graduate with 3+ year's progressive experience. Adept at Administration, Project Management, Data Analysis, Accounting and Financial Education with a proven track record of reducing financial errors by 15%, consistently improving performance by 30% and increasing customer satisfaction rating by 50%. Demonstrable expertise at meeting and surpassing business expectations with the application of technology to optimizing processes and driving business growth.

EXPERIENCE

Financial Advisor (Sales) | Heirs Insurance group | Ikeja, Lagos | **June 2024- Till date**

Key Responsibilities

- ✓ Onboarding new customers
- ✓ Maintaining relationships with existing customers to foster renewal

Sales Associate | Jiji.ng | Town planning, Lagos | **January 2024– June 2024**

Proven Success and Impact

- Increase sales by 15% percent in the first 3 months
- Manage subscription, advert placement, and follow up. Ensuring customer satisfaction is at peak level.
- Maintain an extensive report on daily, weekly, and monthly transactions.
- Provide support for customers to ensure they meet their business financial goals.
- Review customer advertisement account on a daily basis and advice smart business moves.

NYSC-Administrative Asst. | Edati Local Government Council | Minna, Niger | **November 2022 – October 2023**

Scheduled and coordinated meetings, appointments and travel arrangements for executives and staff

Proven Success and Impact

- ✓ Managed and maintained in office supplies and equipment inventory
- ✓ Answered and directed phone calls, emails and other correspondence
- ✓ Prepared and distributed memos, letters, and reports
- ✓ Assisted with the preparation of presentations and other materials for meetings and events
- ✓ Maintained and updated databases and filing systems
- ✓ Processed and track invoices, expenses and other financial documents
- ✓ Assisted with HR tasks such as onboarding new employees and maintaining employee records
- ✓ Coordinated and planned office events and activities
- ✓ Provided general administrative support to the office and staff as needed

Administrative/Asst. Project Manager | Mercy Funeral Homes | Surulere, Lagos | **February – October 2022**

Provided administrative support to multiple Senior Project Managers and was responsible for developing and coordinating the projects schedules.

Proven Success and Impact

- ✓ Provided ad-hoc support to directors and other staff members, ensuring a 35% increase in overall productivity while saving 60 minutes per day

- ✓ Organized, tracked and ordered office supplies using a solid inventory system, leading to a 25% decrease in office waste and increased savings
- ✓ Responded over 100+ weekly emails and client calls with an average first contact resolution rate of 55%
- ✓ Welcomed office visitors and provided up-to-date information, available products, services and persons to contact for more specific matters.
- ✓ Created, proofread and edited official correspondence in Microsoft Word for the organization in collaboration with respective departments.
- ✓ Took minutes at staff meetings and redacted them to send actionable information to all parties involved.
- ✓ Coordinated implementation of new daily procedures which led to a significant increase in effectively and reduction in unnecessary costs – decreased by 15%.
- ✓ Produced professional presentations and reports and pro-actively participated in weekly team meetings with company managers and executives.
- ✓ Managed all travel arrangements, maintained relevant project correspondence, and assisted in the development of project budgets.

Teacher Trainee | Shomolu Senior High School | Shomolu, Lagos | January 2017 – January 2019

Instructed classes of 30-40 students on Financial Accounting

Proven Success and Impact

- ✓ Utilized innovative teaching methods, incorporating technology and multimedia resources to enhance students' learning experience and facilitate effective knowledge retention.
- ✓ Administered exams, tests and assignments to assess student's comprehension.
- ✓ Provided individualized instruction to struggling students.
- ✓ Classes taught performed 30% better on standardized tests than school average
- ✓ Improved the average GPA of the class by 15% and increased engagement rates by 25%.
- ✓ Planned, prepared and delivered instructional activities that facilitate active learning experiences

RELATIVE SKILLS

Customer Service | Relationship Building | Project Management | Microsoft Office Proficiency (Excel, Word, PowerPoint & Outlook) | Outstanding Communication, Presentation and Negotiation | Leadership, Critical Thinking & Emotional Intelligence | Administrative Oversight | Corporate Strategic Management Ethics | Conflict Resolution | Attention to detail | Teamwork and Collaboration | Technical Support | Teaching | Quality Control and Process Improvement | Executive Management | Administrative Management | Operational Efficiency | Financial Accounting | Banking & Finance | Human Resources Management | Educational Administration and Technology | Data Analysis

EDUCATION AND QUALIFICATION

University of Benin, Edo – Bachelor of Science Education | Accounting Education | 2021

Certifications/Memberships

- ✓ Introduction to Project management, Apt learn skills, 2023
- ✓ Data Analysis, Apt learn skills, 2023
- ✓ Jobberman Soft Skills Training

INTERESTS

Banking and Finance | Financial Accounting | Educational Administration and Technology | Project Management | Data Analysis | Technical Support