

EMMANUEL MAKINDE

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SUMMARY

Results-driven Business and Operations Executive with progressive experience in administration, accounting, team leadership, and strategic management. Proven track record of overseeing business operations, managing large client and realtor portfolios, coordinating recruitment and training, and driving organizational growth. Experienced in financial oversight, compliance management, payroll administration, and performance reporting. Adept at leading cross-functional teams, optimizing processes, and supporting executive decision-making to improve operational efficiency and profitability.

WORK HISTORY | EXPERIENCES

Kinsleaf Limited, Bodija, Ibadan (February 2026 – Present)

Designation: General Manager

Responsibilities:

- Provide strategic leadership and oversee daily business operations.
- Supervise administrative, accounting, and sales units to ensure performance targets are achieved.
- Develop and implement operational policies to improve efficiency and service delivery.
- Drive client acquisition, retention strategies, and portfolio expansion.
- Lead recruitment, onboarding, and performance evaluation of staff and interns.
- Coordinate site inspections, project timelines, and stakeholder engagements.

Kinsleaf Limited, Bodija, Ibadan (June 2024 – January 2026)

Designation: Head of Administration

Responsibilities:

- Supervised administrative operations and office activities.
- Filed and processed documentation for clients and realtors accurately.
- Organized internal and external meetings, trainings, and site inspections.
- Oversaw over 100 clients and 100 realtors, including scheduling and portfolio coordination.
- Prepared monthly staff payroll including allowances and casual wages.
- Monitored realtor performance, promotions, and retention rates.

Kinsleaf Limited, Bodija, Ibadan (October 2022 – June 2024)

Designation: Clerk Accountant (Accounting and Bookkeeping)

Responsibilities:

- Processed vouchers, cash transactions, and financial documentation.
- Assisted in preparing financial reports for management review.
- Upheld compliance with accounting standards and company policies.

Gigtie Multimedia, Mokola, Ibadan (June 2021 – April 2022)

Designation: Office Assistant

Responsibilities:

- Coordinated customer orders and delivering timely order.
- Sustained accurate office records and processed business transactions.
- Provided front desk, clerical, and receptionist support.
- Organized files and administrative documents, improving record accessibility and workflow efficiency.

Gafari Musiliyu & Co (Chartered Accountants), Lagos State (June 2024 – January 2026)

Designation: Audit Intern (IT Student)

Responsibilities:

- Assisted in the preparation and filing of VAT and PAYE returns.
- Verified financial records and supporting documents.
- Collaborated with senior auditors during audit engagements.

EDUCATION

- ✓ 2025 - Bachelor of Science (B.Sc.) Business Administration, National Open University, Ibadan,
 - ✓ 2018 - National Diploma (ND), Accounting, The Polytechnic Ibadan, Ibadan.
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CORE SKILLS

- Strategic Leadership
 - Operations Management
 - Financial Oversight
 - Team Supervision & Recruitment
 - Client Relationship Management
 - Performance Monitoring
 - Compliance & Risk Management
 - Communication & Negotiation Skills
 - Microsoft Office Fundamentals
 - Goggle Workspace
 - Report Writing & Data Management
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REFERENCE

Available on Request