

IB

CONTACT

☎ 09038051239

✉ morenikejiayomide481@gmail.com

📍 2 Adeyinka street Mile 12, Lagos.

EDUCATION

2024

B.SC BUSSINESS ADMINISTRATION

- Master of Business Management

2015

QUEEN ELIZABETH SCHOOL

- Senoir Secondary School(SSCE)

2025-2026

NATIONAL YOUTH SERVICE CORPS

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Yorub (Fluent)

IBRAHIM BALIKIS ALASHE

ACCOUNTANT

PROFILE

Detail-oriented and organized Accountant with strong knowledge of financial record-keeping, bookkeeping, expense tracking, and basic financial reporting. Skilled in maintaining accurate accounts, handling financial transactions, and supporting day-to-day accounting operations. Reliable, analytical, and committed to accuracy, confidentiality, and compliance.

WORK EXPERIENCE

Emirates Hospital

2025-2026

Accountant

- Maintained accurate financial records, processed transactions, and prepared daily financial reports.
- Managed invoices, receipts, expenses, and account reconciliations while ensuring proper documentation.
- Assisted with budgeting, cash-flow monitoring, and financial analysis to support sound business decisions.

Peace Frozen Food

2023-2024

Sales Representative

- Promoted and sold frozen food products to customers while providing helpful product information and recommendations.
- Attended to customer inquiries, processed orders, handled payments, and maintained accurate sales records.
- Built positive customer relationships, followed up on orders, and contributed to achieving daily and monthly sales targets.

Veeka oil company

2022-2023

Front Desk

- Welcomed and assisted visitors and customers, creating a professional and friendly first impression.
- Managed calls, inquiries, appointments, and basic administrative tasks efficiently.
- Maintained accurate records and supported smooth daily front-desk operations with strong communication and organizational skills.

Bet9ja

2020-2021

Customer Service Customer

- Assisted customers with account inquiries, transactions, betting-related issues, and general service requests.
- Responded promptly to customer complaints and enquiries while providing clear, professional, and friendly solutions.
- Maintained accurate customer records and followed company procedures to ensure efficient service delivery.

REFERENCE

TAIBAT ABIODUN

Manager

Phone: 08035523134