

JIMETO GABRIEL O.

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Professional Summary

Results-driven finance professional with a strong background in sales, customer relations, and financial analysis. Proven expertise in accounting software, team management, and problem-solving, with a track record of delivering accurate and timely results. I excel in fast-paced environments and am committed to driving business growth through informed financial analysis and strategic decision-making.

Skills

- Project management
- Good listener and lifelong learner
- Problem-solving
- Proficient in SAGE
- Bank reconciliation
- Sale management
- Customers relations
- Proficient in Microsoft Office Suites
- Financial analyst
- Team Player

Experience

HEAD OF ADMIN

July 2025 – Present

NIKON REALTY LIMITED, ILARO, OGUN STATE, NIGERIA.

- Manage estate operation, including estate facilities, services, and activities.
- Record payments and issue receipt for all payment received.
- Track resident payments and send notices for any outstanding payments.
- Ensure adherence to estate rules, safety standards, and regulations.
- Address resident concerns promptly and coordinate repairs, maintenance, or emergency responses.
- Prepare reports on operation, resident agreements, incidents, or maintenance issues.
- Spearheaded a massive property turnaround, driving the estate's overall occupancy rate from **10% to 60%** within a year through aggressive marketing and strategic tenant placement.

SUPERVISOR

Mar 2025 - July 2025

JAGAMASTER DISTILLERS LIMITED, AGBARA INDUSTRIAL ESTATE, OGUN STATE, NIGERIA.

- Oversee a team of production staffs, ensuring efficient workflow and meeting production targets.
- Ensure compliance with safety regulations, company policies and industry standards
- Coordinate with production planning team to ensure smooth production flow, manage inventory and meet customer demand
- Prepared variety of written reports and documents.

NATIONAL YOUTH SERVICE CORPS (NYSC)

Feb2024- Feb2025

DESTINY DEVELOPMENT INITIATIVE, ILESA OSUN STATE.

- Manage a portfolio of loans, monitoring repayment performance and identifying potential risks.
- Collect and record client data, providing accurate and timely reports to management.
- Collaborated with teams to improve loan processing and collection efficiency.

SUPERMARKET CASHIER AND SALES REPRESENTATIVE

Feb 2021 - Jan 2022

SMARK MINI MALL, IBEREKO BADAGRY, LAGOS STATE. NIGERIA.

- Utilized SAGE accounting software to accurately compute sales and manage transactions.
- Responded to customer inquiries, processed orders and handled customer payments in a timely and professional manner.
- Promoted products and services to customers, informing them about ongoing promotions, sales and discounts.

STUDENT INDUSTRIAL WORK EXPERIENCES SCHEME

Aug 2019- Nov2019

BADAGRY LOCAL GOVERNMENT, AJARA, BADAGRY, LAGOS STATE.

- Utilized accounting software to record payment vouchers and transaction, maintaining accurate up to-date financial records.
- Organized payment receipts monthly and quarterly for auditing purposes, ensuring compliance with financial regulations.
- Checked bank statements for reconciliation, ensuring accuracy and consistency in financial records.

Education

National Youth Service Corps Certificate.

Feb2024-Feb 2025

Higher National Diploma: Banking and Finance

Feb 2022 - Dec2023

Lagos State Polytechnic, Ikorodu, Lagos State, Nigeria.

CLASS GRADE: Upper Credit

National Diploma: Banking and Finance

Oct 2018 - Dec2020

Lagos State Polytechnic, Ikorodu, Lagos State, Nigeria.

CLASS GRADE: Lower Credit

Secondary School Leaving Certificate.

Sept 2009 - Jul 2015

State High School, Ibereko, Badagry, Lagos State, Nigeria.

First School Leaving Certificate.

Sept 2002 - Jul 2009

Local Authority Primary School, Badagry, Lagos State, Nigeria.

Referees: *Available on request*