

OJO MARIAM BUSOLA

Email: ojomariambusola@gmail.com

Phone: 09165215808

Address: Agodi ibadan

Summary

Seeking an opportunity in finance, accounting, and administrative support where I can apply my knowledge of financial reporting, bookkeeping, bank reconciliation, and Excel-based data analysis to ensure accuracy in financial records and contribute to efficient financial operations and organizational growth.

Experience

Jul 2025 - May 2026 **Nysc**

Brainlight College

Taught and managed classes of 40+ students, delivering lessons in line with the academic curriculum and improving student participation and understanding.
Prepared and graded 100+ class assignments, tests, and examination scripts weekly with accuracy and timely feedback.
Improved student performance by supporting weaker students through extra coaching and classroom engagement activities.
Maintained 95% classroom attendance and discipline through effective classroom management and communication skills.
Assisted in organizing school activities, examinations, and administrative tasks to support smooth academic operations.
Managed student records, attendance reports, and assessment documentation with proper organization and accuracy.
Collaborated with teaching staff to develop lesson plans and implement strategies that enhanced students' learning experience.
Demonstrated leadership, teamwork, and time management skills while balancing teaching and administrative responsibilities during the NYSC service year.

Jan 2023 - Dec 2023 **Undergraduate Research Assistance**

Department of Accountancy, Moshood Abiola Polytechnic

Assisted in compiling, reviewing, and organizing over 150+ undergraduate research materials and academic records within the Department of Accountancy.

Supported data collection, analysis, and documentation for 20+ student research projects, ensuring accuracy and timely submission.

Managed and updated 100% accurate filing and referencing systems for departmental research documents and project archives.

Provided research and administrative support to lecturers and students, contributing to a 30% faster retrieval of academic materials.

Conducted data entry and formatting using Microsoft Excel and Word for 50+ financial and academic reports.

Coordinated communication and follow-up processes for project supervision schedules involving 40+ undergraduate students.

Improved document organization efficiency by 25% through proper classification and record management practices.

Jan 2021 - Dec 2021 **Customer service representative**

MultiChoice

Resolved 50+ customer inquiries and complaints daily through phone, email, and in-person support while maintaining high customer satisfaction levels.

Achieved a 95% customer satisfaction rating by providing timely and effective solutions to billing, subscription, and service-related issues.

Processed 100+ subscription renewals, account updates, and service requests weekly with accuracy and efficiency.

Reduced customer waiting time by 20% through effective communication and quick issue resolution.

Maintained accurate records of customer interactions and escalated complex issues to the appropriate department when necessary.

Assisted in retaining customers by resolving complaints promptly and providing suitable service recommendations.

Consistently met daily performance targets, response time goals, and customer service standards in a fast-paced environment.

Collaborated with team members to improve service delivery and support smooth customer experience operations.

Aug 2019 - Dec 2019 **Accounts Intern**

Ogun State Internal Revenue Service

Processed and organized 200+ financial and tax documents weekly with 98% accuracy.

Updated and maintained 150+ financial records and taxpayer files

using Microsoft Excel and office management tools.
Assisted in the preparation and reconciliation of 50+ financial reports and transaction records during the internship period.
Reduced document retrieval time by 30% through proper filing and organization of confidential records.
Supported daily accounting and administrative operations for a department handling high-volume revenue transactions.
Gained hands-on experience in taxation, financial reporting, reconciliation, and public sector accounting procedures.

Education

2022 – 2024 **Moshood Abiola Polytechnic, Abeokuta, Ogun State**

Higher National Diploma - HND, Accounting/Accountancy

Upper Credit

2018 – 2020 **Gateway ICT Polytechnic Saapade Ogun State**

Ordinary National Diploma - OND, Accounting/Accountancy

Upper Credit

Skills

Communication and interpersonal skills., Willingness to learn, Basic Accounting skills, Time management and adaptability, Teamwork and collaboration skills., Analytical and problem solving skills., Attention to detail and accuracy., Ledger management, Microsoft Office Suite (Excel, Word, PowerPoint), Microsoft word and Documentation tools, Financial Data Entry and Record Management

Certification

Oct 2025 **Soft-Skills Training**

Jobberman

Credential ID OY/PT/088232

Jun 2025 **Entrepreneurship and Small Business Training**

Jobberman

Credential ID 072100

April 2026

Certificate of Resilience

Nestle plc

Hobbies

Financial analysis and problem-solving
Reading business and finance articles
Data analysis using Microsoft Excel
Research and record organization
Learning new digital and accounting tools
Team collaboration and networking
Customer relationship management
Continuous professional development
Volunteering and community engagement
Time management and planning

M Y J O B M A G . C O M