**ADEOLA MARIAM ADE-OBE**

17, Oke Iyanu Avenue, off Aule road, Akure, Nigeria

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**PERSONAL SUMMARY**

A resourceful Individual with excellent communication, leadership and organizational skills who can effectively analyze situations and proffer solutions. I love to solve problems and can work well under pressure.

**WORK EXPERIENCE**

**University Of Medical Sciences,** Ondo, Nigeria

Internal Auditor

*March 2020 till date*

* Pre and post auditing of loans and advances
* Schedule officer for staff and student payment
* Supervision of Corp members and undergraduate interns

**Smiley Optical Services,** Abuja, Nigeria

Clinic Assistant

*January 2019 to February 2020*

* Patient Registration
* Assisted Patients in choice of frames and lenses
* Assisted in general administrative activities and processing of Health Maintenance Organization payments.

**Office of the Secretary to the Government of the Federation**, Abuja, Nigeria

Graduate Intern (NYSC)

*January 2018 – November 2018*

* Assisted in processing of payment vouchers
* Receiving and dispatching of mails and files

**Mentally Aware Nigeria, Initiative**, Ondo, Nigeria

Volunteer

*August 2017 – till date*

* Coordinated the activities of Members in Ondo

**Midas Hospital**, Ondo, Nigeria

Volunteer

*August 2017 – November 2017*

* Assisted in general managerial and administrative activities

**Budget Office of the Federation**, Abuja, Nigeria

Undergraduate Intern

*July 2016 - October 2016*

* Assisted in Recording of files and mails

**EDUCATION**

**University Of Ilorin, Nigeria**

*BSc. Finance*

*2017*

**KEY SKILLS**

* Excellent communication skills
* Determined, resourceful and target driven
* Proactive in self-development
* Technologically savvy and a proficient user of MS word and excel

**INTEREST &HOBBIES**

* Reading
* Volunteering
* Travelling
* Self- Development

**LANGUAGES**

English – Native/Bilingual

**REFERENCES**

Available upon request