

CURRICULUM VITAE

CAREER OBJECTIVES

To secure job placement as an accountant in a reputable organization that has a platform that provides an opportunity for the exhibition of acquired knowledge, skills and experience that will foster the attainment of my desired goal of using my profession as a tool to promote an accountable and transparent business environment that will uphold sustainable business environment in line with global best practices.

(A) PERSONAL DATA

Name: Olaleye Ayodele Grace

Title: Miss

Sex: Female

Date of Birth: 20th of April 1994

Place of Birth: Ikogosi Ekiti

State of Origin: Ekiti State

Local Government Area: Oye Local Government

Nationality: Nigeria

Permanent Home Address: No 23, Iyange Street, Oke Ogba, Akure Ondo State.

E-mail Address: ayodelegrace90@gmail.com

Phone Contact: 08162818902

Marital Status: Single

Next of Kin: Miss Olaleye Abosede Mary

Next of Kin Address: Health Record Department,
Evercare Hospital, Lekki, Lagos Nigeria.

Next of Kin E-mail Address: olaleyebosede901@gmail.com

(B) INSTITUTIONS ATTENDED WITH DATES

Adekunle Ajasin University, Akungba Akoko, Ondo State.

2018 – 2020

Adekunle Ajasin University, Akungba Akoko, Ondo State.	2011 – 2015
St. Louis Girls Grammar School, Ikere Ekiti.	2007 – 2010
Community Junior Secondary School, Ipoti Ekiti.	2004 - 2007
Temidire Anglican Primary School, Ipoti Ekiti.	1998 – 2004

(C) ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DATES

Masters of Science (M.Sc. Accounting)	2021
Bachelor of Science (B.Sc. Accounting)	2016
Secondary School Leaving Certificate	2010
Primary School leaving Certificate	2004
Chartered Post Graduate Diploma (PGD) in Customers Relationship Management	2017
Associate Chartered Accountant (ACA)	(In view)

(D) HONOURS, DISTINCTIONS AND MEMBERSHIP OF PROFESSIONAL BODIES (WITH DATES)

(i) Award of Recognition as Okputuimo Bible Study Secretary of Nigeria Christian Corpers' Fellowship (NCCF)	2017
(ii) Certified Customer Service Professional	2017
(iii) 1 st Position, Ijero Local Government Primary School Competition	2004

(E) WORKING EXPERIENCES WITH DATES

(i) Internal Control Officer at SOBIC and Company	2020 till date
(ii) Facilitator at Institute of Part Time Programmes, Adekunle Ajasin University, Akungba Akoko, Ondo State.	2019 to Date
(iii) Research Assistant for TETFUND Research Project on SMEs in Ondo State	2019-2020
(iv) Financial Accounting Tutor, National Youth Service Corps	2016-2017
(v) Account clerk, Ekiti State Teaching Service Commission (SIWES).	2014

(F) SKILLS AND PROFICIENCY

- Good knowledge of the disclosure requirements of the International Financial Reporting Standards (IFRS)
- Ability to prepare final accounts in line with the IFRS requirements
- Proficiency in the use of Microsoft Office Packages (Word, Excel, Power point)
- Proficiency in the use of Peachtree and Sage 50 Accounting packages for preparation of schedules and preparation of final accounts
- Good critical thinking and analytical skills in solving typical problems
- Good written and oral communication in English Language
- Team Leadership skills

(G) CONFERENCES AND WORKSHOP ATTENDED WITH DATES

- (i) Amity Directorate of Management & Allied Areas (ADMAA) Online International Conference, Zoom Webinar, September 2020.
- (ii) African Institute for Science Policy and Innovation International Biennial Conference, Obafemi Awolowo University, Ile – Ife, Nigeria. July 2019.
- (iii) Nigeria Studies in Economics and Management Sciences and Economics Conference, Adekunle Ajasin University, Akungba – Akoko, Ondo State. August 2018.

(H) NAMES AND ADDRESS OF REFEREES

1. Dr. (Mrs) Igbekoyi, O.E. (FCA)
Senior Lecturer,
Department of Accounting,
Adekunle Ajasin University,
Akungba –Akoko, Ondo State.
08036352377.
2. Mr Ikuomola V.A (FCA) Director of Finance & Accounts,
Ondo State Oil Producing Areas Development Commission,
Akure, Ondo State. 08038010921.
3. Pastor Adetakun J.G
Christ Apostolic Church, Oke- Isegun, Akungba
- Akoko, Ondo State.
08038585428.