

ADESETAN Ganiyu Adesina

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Oyo, Nigeria.

PROFESSIONAL SUMMARY

A highly motivated, adaptable and analytical individual who is always willing to learn, well-trained and creative with practical experience in accounting as well as general administrative principles.

CORE COMPETENCE

- Strategic Planning
- Project Management
- General Administrative techniques
- Continuous Learning
- Critical Thinking
- Customer Orientation

DEMONSTRATED SKILLS AND ABILITIES

- In-depth knowledge of corporate financial accounting and business management
- Self-starter, with refined ability to work with minimum or no supervision
- Strong team collaboration skills. Work closely with team members to achieve goal
- Solid, persuasive and genuine communication, facilitation and relationship building skills.
- Proven leadership abilities and very high attention to details
- Excellent ability to establish and work to priorities while management multiple work streams.
- Minimum ability to use Microsoft office tools.

PROFESSIONAL WORK EXPERIENCE

OBAFEMI AWOLOWO UNIVERSITY CENTRE FOR GENDER AND SOCIAL POLICY STUDIES 2019

Obafemi Awolowo University, Ile Ife Nigeria.

Administrative Intern.

- Carrying out all administrative routine
- Handling of the Imprest and forward the records to the appropriate authorities.
- Coordinate other records with team members and other department.
- Sending vital information to those concerns
- Perform all other duties assigned by the team head and director.

EDUCATION

Bachelor of Science Degree "B.Sc." (2nd Class Upper) 2020
Obafemi Awolowo University, Ile Ife.

National Diploma "N.D" (Upper Credit) 2015
The polytechnic Ibadan, Oyo State.

CERTIFICATION

NATIONAL YOUTH SERVICE CORPS 2022
ONDO STATE NIGERIA.

LEADERSHIP EXPERIENCE

Federation of Iseyin Local Government Students (Obafemi Awolowo University Ile-Ife Chapter)
"PRESIDENT" 2017

National Association of Oke-Ogun Students (The Polytechnic Ibadan Saki Campus Chapter)
"GENERAL SECRETARY" 2014

REFEREE

Available on request.