**Akinyele Emmanuel Damilola**

*51, Solape Oworu street, Ago palace way, Okota,*

 *Lagos, Nigeria.*

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**EDUCATION**

**Obafemi Awolowo University 2016 - 2020**

***B.sc Management and Accounting (second class upper division)***

**Work experiences**

**LINGERWOOD FURNITURES 2014 - 2015**

***Junior Account***

* Prepared budget for projects
* Withdrew and deposited funds
* Paid bills on behalf of the entity
* Prepared reports on logistics for delivering of products
* Took account of materials used in productions

**APEX NIGERIA LTD 2019 – 2020**

**Store Manager**

* In charge of tracking of inventory
* Presented monthly stock reports
* Conducted Periodical stock taking
* Managed transfer of inventories within the branches in the entity
* Managed a team of 5 people to achieve optimal productivity and inventory control

**UPWORK 2020 - PRESENT**

**Freelance Writer and Virtual Assistance**

* Writing of article for client
* Forex article writing
* Offering administrative services to clients from a remote location
* Scheduling appointments
* Making phone calls
* Making travel arrangements
* Managing email accounts.
* Data Entry

**WIKIFX HONG KONG CHINA (REMOTE WORKER) 2021 - 2022**

**Senior Marketing Manager and Field Agent**

* Posting of Articles to enhance leads
* Promotion of Apps
* Promotion of Articles
* Collecting Information about forex brokers
* Writing about Forex broker event news

**Skills**

**Microsoft Excel Microsoft Word Microsoft PowerPoint Intuit QUICKBOOK**

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**REFREES ARE AVAILABLE ON REQUEST**