

# OYINKANSOLA RAHAMAT BELLO

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## CAREER OBJECTIVE

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I am a diligent, hardworking individual dedicated to the pursuit of excellence in a bid to utilize my skills and contribute to the success of the organization. I am an energetic and ambitious person who has also developed a mature and responsible approach to any task that I undertake or information that I am presented with. I am an excellent team player, who doubles as an intelligent team leader. I am a very curious person that likes to learn new and relevant things that will make me become a professional at everything.

## PROFESSIONAL EXPERIENCE

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### BILLING/ACCOUNT MANAGER

TELKO MANAGED SERVICES. OGUDU, LAGOS STATE

Nov 2022 – Present

- Generate and review customer invoices with a focus on accuracy and timeliness, resulting in a 90 percent reduction in billing errors.
- Implement and manage billing systems and processes, improving efficiency and accuracy.
- Build and maintain strong relationships with key accounts, identifying upsell and cross-sell opportunities that have increased revenue.
- Analyze billing data and financial reports to identify trends and opportunities, presenting regular financial reports to management.

### RESEARCH ASSISTANT

FREELANCE

Nov 2021 – Present

- Collaborate with senior researchers to plan and design experiments, surveys, or studies.
- Collect and gather data through various methods, conducting rigorous statistical analysis.
- Stay current with existing research in the field by conducting thorough literature reviews, informing the research process.
- Prepare research reports, papers, and publications for academic journals or conferences.

### ADMINISTRATIVE ASSISTANT

LATBEL INTERNATIONAL LIMITED

Oct 2020 – Oct 2021

- Managed office supplies, scheduled meetings, and organized conferences, ensuring efficient office operations.
- Maintained physical and digital filing systems for records and documents, enhancing accessibility and organization.
- Assisted in preparing presentations and reports, contributing to effective communication within the organization.

## EDUCATION

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- **Bachelor of Science (B.Sc.) – Economics**

Bells University of Technology, Ota, Ogun State [Second Class Upper Division]

Aug 2021

## SKILLS

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- **Problem Solving**
- **Analytical Skills**
- **Time Management**
- **Communication**
- **Team Collaboration**
- **Technical Skills: Microsoft Office Suite (Word, Excel, PowerPoint)**

## CERTIFICATIONS/TRAININGS

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- **Introduction to Data Analysis using Microsoft Excel: Coursera** 2022
- **Business Analytic with Excel: Simplilearn** 2022
- **Jobber man Soft Skill Training** 2022
- **CompTIA P+ and MS Project Management: New Horizons** 2021
- **National Youth Service Corps** 2022
- **Customer Relationship Management (CRM): New Horizons** 2021
- **Microsoft Office (Excel, Word and PowerPoint): New horizon** 2021

## REFEREE

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- Available on request.