OGUNLEYE MOYINJAH GIFT

MILE 2, LAGOS, NIGERIA.

Tel: 08024212018, 07061016705; E-Mail: leyemoyin@gmail.com

PROFESSIONAL PROFILE

A Graduate of Accounting with 7 years of administrative experience, handling of office equipment, calendar and itinerary management for top level management staff.

PROFESSIONAL COMPETENCIES

- Computer Literacy (MS Office Suites, G-Suites, Zoom, MS Teams and Google Meet, Calendly and Google Calendar)
- Excellent Communication Skill And Interpersonal Relationship
- Creative, Innovative, Proactive and Organized
- Time Management
- Multitasking
- Result Oriented
- Attention to Detail
- Fast Learner
- Reliable Team Player
- Honest And Dedicated
- Leadership
- Analytical And Problem Solver
- Confident, Energetic And Articulate
- Adaptable And Flexible Attitude, Able To Prioritize And Deliver Under Pressure in a Fast-Paced Environment

EDUCATION

2006 - 2011

Lagos State University, Lagos B.Sc Accounting

EMPLOYMENT RECORDS

January 2021 – July 2023 **XperTech Store Ltd Administrative Officer**

- Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner
- Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times
- Maintain and update company databases
- Ensuring the confidentiality and security of files and filing systems
- Maintain a company calendar and schedule appointments
- Distribute and store correspondence (e.g. letters, emails and packages)

July 2017 – May 2019

Anpletune Nigeria Ltd (NBC Distributor) Account Officer

- Create and process invoices
- Cross-check invoices with payments and expenses to ensure accuracy
- Manage company's accounts payable and receivable
- Send bills and invoices to clients
- Track organization expenses
- Process refunds
- Work with collection agencies on overdue payments
- Communicate with clients regarding billing and payments

June 2012- May 2017

Mic – Oscar Nigeria Ltd (Shipping Company) Executive Assistant to the CEO

- Report to the CEO and perform secretarial and administrative duties.
- Plan travel, including flights, road transportation, and accommodation.
- Type, format, and edit reports, documents, and presentations.
- Act as the point of contact between the CEO and mid-level management team.