

ADUBU ABIODUN REBECCA

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EDUCATION

UNIVERSITY OF LAGOS

Programme: Bachelor of Science, Accounting

Expected October, 2020

Academic Standing: First Class (4.6/5)

Relevant Course: Financial Accounting, Money and Banking, Management accounting, Auditing, Cost Accounting, Taxation, Principle of Insurance, Accounting theory, Business communication.

The Institute Chartered Accountants of Nigeria

Programme: AAT

In View (2020)

University of Lagos

Programme: Diploma in Accounting (A' A' A')

2017

PROJECTS / CERTIFICATION / AWARDS

- Group project on “*analysis financial ratio of Allico financial statement*” 2019
- Awarded best Student in Financial Accounting 2019
- Awarded Best Graduating student, Radiance B &G college 2015

WORK EXPERIENCE

Office Assistant, Computer Science

University of Lagos

August 2019

- Dispatched memo to different offices while also attending to visitors
- Assisted in organization of departmental meetings

Intershala, Campus Ambassador

March 2019

- Educate college student across the world about the power of internship and online training
- Promoted Intershala and its product successfully by taking new assignment and challenges.

Co-creation Hub, Associate Educator

Sabo Yaba, Lagos state

DEC 2018-June 2019

- Managed a team of min. 20 student
- Prepared an attendance sheet and report of daily meetings

Faith Partner School, Secretary

Matogbun, Ogun State

June 2017-DEC 2017

- Prepared students payment ledger on a daily basis
- Gained customer service skills by addressing parent needs and finding solution to problems.

Faith Partner School, Class Teacher,

Matogbun, Ogun state.

SEPT 2015-July 2016

- Initiated new methodology of dealing with student
- Built and maintained interpersonal relationship with both students and staffs

LEADERSHIP EXPERIENCE

Financial Secretary, Redeem Christian Church of God. Open Heaven Sanctuary

- Prepared budget and financial statements of the club 2016- PRESENT
- Managed and recorded the receipts and payment account of the organization.

Campus Ambassador, UTIVA

DEC 2018-PRESENT

- Successfully organized a three-weeks agile project management and business analytics
- Managed a team of 20 students increase the awareness of the brand on campus.

VOLUNTEER ACTIVITIES

- Social media team at Thinkation 2019 for Ubong king foundation JAN 2019
- Walk against rape and sexual abuse for Heartminder interact initiative June 2019
- Research; Employability skills in Nigeria for Edubridge DEC 2018-JAN 2019

SKILLS AND INTEREST;

Proficient in Microsoft word, Intermediate in Excel, PowerPoint and Corel draw,
Language- Fluent in English and Yoruba.