ADEWOLA SUNDAY OLUKAYODE.

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Ekiti State, Nigeria

OVERVIEW

A highly motivated**,** creative, recognized as a results-oriented and solution focused individual. Areas of strength include:

Administration and management	Communication skills
Problem collections	Computer literacy
Work as team player	Research Abilities

EDUCATION AND CERTIFICATES

- BSc. Accounting Ekiti State University, Ado Ekiti State. 2016 - 2021
- National Diploma (ND) Business studies State Polytechnic, Ilorin. 2010 - 2012
- National Examination Council (NECO) 2005 - 2008
- Primary School Living Certificate 1993 - 1999

HONOURS, DISTINCTIONS AND MEMBERSHIP OF PROFESSIONAL BODIES

- Certificate of Leadership Development Program 2021

  EMET Leadership Academy, Agege Lagos Nigeria

COMPUTER SKILLS

Microsoft office package
Quick Book accounting package

PROFESSIONAL EXPERIENCE

CAKE AND PASTRY RESTURANT FUTA SOUTH GATE AKURE 2026 till date
(store keeper manager)

RESPONSIBILITY

- Inventory management: tracking stock levels, ordering new supplies, and minimizing waste or loss
- Stock organization: maintaining a tidy, organized and accessible stock room for efficient retrieval
- Security: preventive implementing preventive measures to prevent theft, damage, or unauthorized

access to inventory.

- Record keeping: maintaining accurate records of all stock movement, including purchases, sales, and returns.
- Team supervision: managing and training stockkeeping staff, if applicable.
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FREELANCE ACCOUNTANT **2024 - 2025**

Terawork (Remote)

- Used Microsoft Excel and accounting softwar**e** to manage financial data, calculations, reports, and records.
- Maintained accurate and up-to-date financial records, including income, expenses, invoices, and payment transactions
- Recorded and reconciled daily financial transactions and identified discrepancies for timely resolution.
- Assisted with budgeting, financial planning, and monitoring of expenditures against approved budgets.
- Conducted bank and account reconciliations to ensure accuracy of financial records.
- Monitored cash flow, budgets, and business expenses.

CHICKEN REPUBLIC, BANK ROAD ADO, EKITI STATE **2022 - 2024**
(DEVISIONAL HEAD)

RESPONSIBILITY

- Strategic Planning: Developing and implementing business strategies to drive revenue, increase sales, and improve customer satisfaction of all the outlet in ekiti state.
- Financial Management: Overseeing budgeting, forecasting, and financial performance, including managing expenses, revenues, and profitability of all the outlet in ekiti state
- Leadership: Leading and managing a team of management, managers, accountant, supervisor, and operational staff of all the outlet in ekiti state
- Customer Service: Ensuring exceptional customer service and resolving any issues or complaints from the outlet.
- Sales and Marketing: Developing and implementing sales and marketing strategies to attract new customers and increase repeat business.
- Human Resources: Managing junior staff employee relations, training and development, including recruiting and retaining staff.
- Community Involvement: Building relationships with local community leaders, businesses, and organizations to promote the restaurant

- Safety and Security: Ensuring compliance with safety and security protocols, conducting risk assessments, and implementing measures to prevent accidents and incidents.
- Compliance and Regulatory Affairs: Ensuring adherence to food concept policies, industry standards, and local regulations, including health and safety, labor laws, and accessibility standards.
- Reports: Provide regular reports to the top management (chairman, managing director, executive director) on the overall performance of each outlet and management of the store.

CHICKEN REPUBLIC, ALAGBAKA AKURE, ONDO STATE 2021 – 2022
(Restaurant Manager)

RESPONSIBILITY

- Developing and implementing sales strategies to maximize revenue.
- Identifying and pursuing new sales opportunities, such as corporate accounts, groups, and events.
- Collaborating with other departments, such as cake, pie express, revenue management, and operations.
- Ensuring excellent customer service and resolving any client complaints or issues. Meeting or exceeding sales targets and revenue goals.
- Identifying opportunities for upselling and cross-selling restaurant services.
- Ensuring compliance with company policies and procedures

CHICKEN REPUBLIC, ALAGBAKA AKURE, ONDO STATE 2020 – 2021
(Accountant)

RESPONSIBILITY

- Store keeper Preparation of daily petty cash Account and issuing stocks for the store operation.
- Preparation of profit and loss Account and weekly cash inflow.
- Prepared Daily report sheet (DRS) with the use of excel format and daily bank transaction.
- Maintained a periodic stock taken and balancing with the use of bin card (FIFO).
- Preparation of weekly store Requisitions and effective delivery of goods as at when due.

CHICKEN REPUBLIC, FUTA JUNCTION AKURE, ONDO STATE **2014 - 2019**
(*Shift manager)*

RESPONSIBILITY

- Ensure routine check and cleanliness of production equipment
- Conduct day to day shift transaction operation
- Responsible for supervising employee's performance on the production floor and managing tasks in practical and objective manner
- Motivate and support team members to meet set target

Balet Store, Dugbe Ibadan Oyo State. **2008 – 2010**
(Sales representative)

RESPONSIBILITY

- Daily to custormers

SPECIAL INTERESTS

Travelling, Football and Reading

REFERENCES

Promptly furnished upon request.