CURRICULUM VITAE

PERSONAL DATA

SURNAME: OWOEYE

OTHER NAMES: BABATOPE JOSEPH

DATE OF BIRTH: 12TH JUNE 1975

PLACE OF BIRTH: PORT HARCOURT

SEX: MALE

MARITAL STATUS: MARRIED

LOCAL GOVT. AREA: ISE-ORUN

STATE OF ORIGIN: EKITI

NATIONALITY: NIGERIAN

CONTACT ADDRESS: NO.22 OKOA CLOSE, RUMUOKWUTA

 PORT HARCOURT

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 honpecco2k4@gmail.com

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SCHOOLS ATTENDED WITH DATES

1. CHARTERED INSTITUTE OF SUPPLY CHAIN MANAGEMENT (2011)

2. CERTIFIED INSTITUTE OF WAREHOUSING & MATERIALS

 MANAGEMENT (2011)

3. INSTITUTE OF CORPORATE ADMINISTRATION (2010)

4. INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (2003 – TILL DATE)

5. UNIVERSITY OF CALABAR (2001 – 2002)

6. ONDO STATE POLYTECHNIC, OWO (1999 – 2001)

7. FEDERAL POLYTECHNIC, NASSARAWA (1995 – 1997)

8. COMMAND SECONDARY SCHOOL, JOS (1985 – 1991)

9. COMMAND CHILDREN SCHOOL, JOS (1980 –1985)

QUALIFICATIONS OBTAINED WITH DATES

1. ASSOCIATE MEMBER (2011)

2. ASSOCIATE MEMBER (2011)

3. ASSOCIATE FELLOW (2010)

4. STUDENT MEMBER (2003)

5. POST – GRADUATE DIPLOMA IN MANAGEMENT (2002)

6. HIGHER NATIONAL DIPLOMA IN ACCOUNTANCY (2001)

7. NATIONAL DIPLOMA IN FINANCIAL STUDIES (1997)

8. SENIOR SECONDARY SCHOOL CERTIFICATE EXAMINATION (1991)

9. FIRST SCHOOL LEAVING CERTIFICATE (1985)

WORK EXPERIENCE

* GENERAL MANAGER GIGATT PHOTOS LIMITED (2008 – JUNE, 2018)

DUTIES / RESPONSIBILITIES

* SUPERVISON OF ALL BRANCH MANAGERSAND ACCOUNTS/ADMIN MANAGER
* CO – ORDINATION OF ALL BRANCHES – MATERIALS AND REPORTS
* REVIEWINGREQUISITIONS OF STOCKS AND STORAGE OF MATERIALS OF ALL BRANCHES
* APPROVING OR DISAPPROVING REQUESTS ORIGINATING FROM BRANCHES
* VETTING AND APPROVING STAFF SALARIES AND OTHER END OF MONTH PAYMENTS
* ORIGINATING BUSINESS OPORTUNITIES FOR THE COMPANY
* IDENTIFYING AND IMPROVING ON THE WEAKNESS OF THE ORGANISATION
* MANAGING THE ORGANISATION’S LOCAL PURCHASES
* DRIVING THE ORGANISATION TO MEET SET PROFIT FOR A PERIOD
* REPRESENTING THE MANAGEMENT ON STAFF / HR MATTERS
* REPRESENTING THE MD IN MEETINGS
* LIAISING WITH THE PUBLIC ON ALL OFFICIAL MATTERS
* DIRECTLY MANAGING THE TECHNICAL DEPARTMENT OF ALL BRANCHES
* TRAINING, INSTALLATION AND REPAIRS OF COMPUTERS (HARDWARES AND SOFTWARES), QSS NORITSU MACHINES
* MANAGER ERS NIGERIA LIMITED

(APRIL, 2003 – 2008)

DUTIES / RESPONSIBILITIES

* SALES, SUPPLYAND INSTALLATION OF MEDICAL EQUIPMENT
* FOLLOWING UP ON CLIENT’S ORDER
* CO – ORDINATING STAFF ON ASSIGNMENTS TO BE EXECUTED
* APPROVING STAFF SALARIES AND OTHER END OF MONTH PAYMENTS
* ORIGINATING BUSINESS OPORTUNITIES FOR THE COMPANY
* DRIVING THE ORGANISATION’S MARKETING TEAM
* REPRESENTING THE MANAGEMENT ON COMMUNITY, STAFF / HR MATTERS
* PREPARATION OF STAFF SALARIES
* REPRESENTING THE MD IN MEETINGS
* AUDITOR NETWAYS LIMITED (APRIL, 2003 – 2008)

DUTIES / RESPONSIBILITIES

* CARRYING OUT INTERNAL AUDIT
* REVIEWING THE INTERNAL CONTROL SYSTEM VIA COMPLIANCE AND SUBSTANTIVE TEST
* REPRESENTING THE MD IN MEETINGS
* AUDIT SENIOR ADEYINKA GBEGUDU & CO.

 (AUGUST 2002 – FEBURUARY 2003)

DUTIES / RESPONSIBILITIES

* PREPARATION OF CLIENT’S FINAL ACCOUNT
* LEADING AUDIT TEAMS FOR AUDIT EXCERCISE
* CARRYING OUT SPECIAL INVESTIGATION UPON COMPLETION OF AUDIT EXERCISE WHERE WE ARE COMMISSIONED TO DO SO
* NYSC GBAKO LOCALGOVT.

SECRETARIAT,

 NIGER STATE (2001 – 2002)

* ACCOUNTS TRAINEE GENERAL AGRO – OIL INDUSTRY

 (1998)

* AUDIT CLERK LABAKE HOTELS, (1994)
* ACCOUNTS CLERK LABAKE HOTELS, (1993)

SKILLS

PROFICIENCY IN THE USE OF QUICK BOOKS ACCOUNTING SOFTWARE

ABILITY TO WORK WITH LITTLE OR NO SUPERVISION

EXCELLENT COMMUNICATION SKILL

EXCELLENT WRITING SKILL

EXCELLENT NUMERICAL SKILL

A GOOD TEAM PLAYER

ABILITY TO MULTI - TASK

PROFICIENCY IN COMPUTER APPLICATION

PROACTIVE WITH A VISIBLE THIRST FOR SUCCESS

EXCELLENT NEGOTIATING / BARGAINING SKILL

TECHNICAL SKILL

INNOVATIVE

LANGUAGES SPOKEN

ENGLISH , HAUSA & YORUBA

HOBBIES

READING, WRITING, AGGRESSIVE MARKETING, TRAVELLING, PLAYING MUSICAL INSTRUMENTS (PRECISELY – PIANO AND GUITAR). A FLAIR FOR JOURNALISM, SURFING THE INTERNET AND DRIVING.

REFEREES

MR. FRED ADEDAYO OWOLABI

GIGATT PHOTOS LIMITED

P.O.BOX 1938

MILE 1 POST OFFICE

PORT HARCOURT

PASTOR SAMUEL NWABUEZE

REDEEM CHRISTIAN CHURCH OF GOD

PORT HARCOURT

RIVERSTATE

MR. OGUNYEMI ADEWALE

REGIONAL MANAGER

GRAND – OAK LIMITED

OSUN STATE