

ONIFADE, IBRAHIM ABIOLA

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EDUCATION

Bachelor of Science: Economics (Upper Division) **December 2019**
Federal University of Technology, Akure (FUTA), Ondo

EXPERIENCE

NYSC Intern **March 2020– Feb 2021**

FCT Pension Department, Area 3, FCT-Abuja

- Prepared the units quarterly operational budget and performance report
- Created Presentations tables and Reports
- Received and Handled incoming correspondence and mails for the department
- Assisted in processing of retirees/deceased files for shortlisting and payments

Administrative Officer **Dec 2019 –March 2020**

Fricotech Oil Ng, Ikorodu-Lagos

- Prepared work schedules, meetings, and monthly administrative report.
- Attended to inquiry/enquiries from customers and staffs
- Acted as a liaison officer between management and clients
- Assisted in inventory and procurement management
- Analysed plant reports for sales and management forecasts

Registration Area Technical Support **Dec 2018 – March 2019**

Independent National Electoral Commission, Lagos

- Configured and Reconfigured Smart Card Readers (SCRs) for election use
- Trained election personnel on the use of SCRs and election matters
- E-collated and Monitored Election results.

Volunteer **Sept 2019 – Oct 2019**

Global Goals; World Largest Lesson, Akure, Ondo

- Worked with global organizations as a volunteer, to increase outreach on the Sustainable Development Goals (SDGs) amidst primary and secondary students in Nigeria.
- Equipped teens between 11-14 with the appropriate knowledge of the global goals and the actualization of the goals.

CERTIFICATIONS

Google Project Management **September 2021**
Coursera | Google

Certificate in Financial Modelling, Financial Planning and DCF Valuation **March 2021**
Udemy Inc.

Certificate in Investment Foundations **August 2020**
Chartered Financial Analyst (CFA) Institute

SKILLS

Technical Skills: Financial Analysis and Modelling, Research and Analytical skills, Reporting and Documentation, Microsoft Word, Microsoft PowerPoint, Microsoft Excel

Soft Skills: Time Management, Critical Thinking and Problem Solving, Teamwork and Leadership, Active listening and learning, Strong verbal and Written communication skills

INTERESTS

Networking, Reading, Surfing the Internet, Football, and Volunteering.