

AMOS AYODELE ADELEKE

Business Manager/Strategy Manager/Tax Manager

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SUMMARY

An economist, business manager, data analyst, and tax practitioner with over 10 years combined industry wide experience with robust analytical background and extensive experience in both microeconomic and macroeconomic policies and programs. Proficient in data/business analysis, process optimization, operations management, resource mobilization and allocation, customer acquisition, sales strategy and comprehensive business, program, and project management. Expertise extends to statistical analysis, research and development, planning, budgeting, tax education, tax planning, tax audit and investigation, policy formulation, innovative design, market research, sales promotion, revenue monitoring, customer service, relationship management, cost and risk analysis, due diligence, capital allocation, and monitoring and evaluation (M&E).

Skilled in human, capital and entrepreneurship development, project/program implementation, data mining, collection, cleaning, collation, sorting, analysis, visualization, management, and data privacy. Committed to applying relevant skills, strategies, and tools to solve complex problems and create innovative opportunities.

EXPERIENCE

Business Manager

LaurelGabe Solutions Int'l Limited

Responsibilities:

- Contributes to company's growth, success, expansion and work team members, partners, and consultants.
- Helps the company to identify and develop realistic business opportunities, restructuring for viability and profitability.
- Handles business consulting services, data analysis, business development, and financial modelling.
- Collaborating with clients to develop and implement innovative business strategies.
- Initiate workshops and paid training programs/sessions, attend events and promote the company's services.
- Assists in facilitating partnerships, public and private relations and represent the company when needed.
- Gives updates, and document transactions involved/facilitated.

Remote

2024 - Present

Tax/Revenue Officer

Oyo State Internal Revenue Service

Responsibilities:

- Analyzed data using Microsoft Excel and Power BI to identify trends, and contributed to the processes that improved revenue by 23% yearly for the State.
- Developed and implemented data-driven solutions which improved revenue generation, collection and compliance of High Net-worth Individuals (HNIs).
- Reduced tax evasion by 30% through identifying and addressing the root causes of non-compliance through tax education and data-driven approach.
- Improved operational efficiency by 25% by automating data-intensive tasks.
- Managed Payroll and analyzed remuneration (i.e basic, housing, transport, utility, meal, medical, education, bonus, BIK, etc.).
- Led field audit operations and ensured effective, smooth and safe work among tax audit and investigation team.
- Supervised tax investigation and audit to uncover under remittances, willful default and

Oyo State

2018 - 2024

recover revenue.

- Supported a team that successfully recovered over 20-billion-naira in outstanding revenue for the government in less than five years.
- Processed over 10-billion-naira revenue and monitored revenue for the government.
- Handled corporate communications, customer service and official email of the board.
- Provided on-the-job training and support to more than 10 colleagues on data collection, collation, cleaning, mining, analysis, and reporting.

Business Consultant

MyGoal Consulting

Responsibilities:

- Developed and managed project life cycles, from project initiation to project closing within budget and timeline.
- Increased sales by 25% by developing and implementing a data-driven marketing strategy that included segmenting customer base, targeting them with personalized messages and tracking the results.
- Increased demand by 15% by developing and implementing strategic promotion campaign.
- Improved customer satisfaction by 40% by implementing a new customer feedback system and reducing response time to resolve customers' concern.
- Appraised business processes and implemented solutions to improve efficiency and profitability.
- Reduced costs by 10% by identifying and eliminating inefficiencies in the company's operations.
- Increased employees' engagement by 20% by implementing new employee's engagement initiatives.

Oyo State, Nigeria

2016 - 2024

Administrative Officer

Path Diagnostic Centre

Responsibilities:

- Provided administrative support to the Medical Director (CMD) and other senior management staff.
- Managed office equipment and supplies.
- Attended to customer enquiries.
- Supported the CMD with the preparation of medical reports.
- Prepared and maintained financial records for the organization.
- Provided secretariat services to the organization.
- Planned the resources needed for day-to-day operation of the organization.
- Managed the purchasing of goods and services for the organization.

Oyo State, Nigeria

2010 - 2013

Research Assistant (Field Officer)

Research & Marketing Services

Responsibilities:

- Handled primary data preparation and survey design.
- Engaged in data collection, collation, transcription of interviews and data entry.
- Assisted with secondary data sourcing (mining) and data cleaning.
- Helped to communicate insights and plans to cross-functional team members.

Oyo State, Nigeria

2009 - 2009

EDUCATION

University of Ibadan

Master of Science in Economics

Oyo State, Nigeria

2018 - 2021

Ekiti State University

Bachelor of Science in Economics

Ado-Ekiti, Nigeria

2013 - 2016

CERTIFICATION

International Association of Privacy Professionals Certified Information Privacy Professional Europe (CIPP/E)	USA 2024 (In view)
Utiva Data Science Fellowship	Nigeria 2023
Alison General Data Protection Regulation (GDPR)	Online 2023
Coven Works Business Analysis	Nigeria 2022
Corporate Finance Institute Professional Ethics	Online 2022
Alison Professional Life Coach	Online 2022

TOOLS/TECHNOLOGIES

<u>Microsoft Excel</u> <u>PowerPoint</u>	<u>Power BI</u> <u>Artificial Intelligence (AI)</u>	<u>PostgreSQL</u> <u>Zoom</u>	<u>SPSS</u> <u>Outlook</u>	<u>Eviews</u>
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SOFT SKILLS

<u>Effective Communication</u> <u>Collaboration</u>	<u>Critical Thinking</u> <u>Teamwork</u>	<u>Problem-solving</u> <u>Curiosity</u>	<u>Timeliness</u>
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REFEREES:

Oyo State Internal Revenue Service

Mr. Lukman Adebayo Mustapha – Commissioner for Stamp Duty
08022709434
luqmanmustapha@yahoo.com

Federal University of Oye Ekiti

Professor Babatunde Joshua Omotosho – Dean, Social Sciences.
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Truce Consultants

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