

Professional summary

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OBJECTIVE

At Olayinka Sanni & Co, I excelled as an Office Assistant, leveraging my proficiency in Microsoft Excel and Word alongside my analytical thinking to enhance document retrieval efficiency and data management. My collaborative efforts supported team objectives, demonstrating a commitment to quality assurance and problem-solving. I am a hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. I operate well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. I am resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

WORK EXPERIENCE

Junior Accountant
Olayinka Sanni & Co.

Jan 2022 - Dec 2022

- Verified accuracy of invoices and other accounting documents or records.
 - Balanced and reconciled general ledger accounts, researching and correcting account discrepancies.
 - Maintained accurate records of accounts payable and receivable, including invoices, payments, receipts, and bank deposits.
 - Developed and maintained detailed spreadsheets to track financial transactions, ensuring accuracy and timeliness of data entry.
 - Reconciled discrepancies between general ledgers and sub-ledgers on a monthly basis.
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EDUCATION

Lagos State University

Bachelor of Science Accounting - 3.52 GPA

Sep. 2019 - Jul. 2024

- Successfully completed a comprehensive Bachelor of Science program in Accounting at Lagos State University spanning from 2019 to 2024. This intensive program laid the groundwork in core accounting principles and business strategies.
 - Engaged in extracurricular activities including the Accounting Society, enhancing practical knowledge through peer-led workshops and seminars.
 - The high academic achievements during the course were recognized by the university and was awarded the Dean's List designation for the exemplary performance throughout the degree program.
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SKILLS

- Microsoft Word
 - Microsoft Excel
 - Problem solving
 - Analytical Thinking
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