

# Blessing Benedicta Adeyemi

Accountant || Junior  
Data Analyst

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## Education

**Accounting**, Benue State University  
2010 – 2015 | Makurdi, Nigeria

## Skills

Data analysis and visualization tools (Excel, Tableau)

SQL (Big query, Microsoft SQL Server)

Microsoft Office (Excel, Outlook, PowerPoint, Word)


Detailed oriented and highly organised

Financial analysis and reporting

Problem Solving

Presentation

## Certificates

- Google Data Analytics Certificate 
- Global Finance and Business Management Virtual Experience Program
- Nsonye: Data analytics
- Jobberman Soft-Skill Training

## Professional Experience

**Finance and Administrative Executive**,  
*OAS Technologies Ltd*

2019 – 2022 | Lagos, Nigeria

- Reconciled an outstanding credit (Supplier) account of over 2 years.
- Computation and timely remittance of statutory taxes such as WHT, VAT, NSITF
- Responsible for the creditor's and debtor's account reconciliation.
- Receive and verify invoices and requisitions for goods and services.
- Negotiating contracts and agreements with vendors.
- Maintained and updated vendor and customer files

**Finance and Administrative Executive**,  
*Comercio Limited*

2017 – 2019 | Lagos, Nigeria

- Manage all accounting transactions.
- Reconcile accounts payable and receivables with available dataset.
- Receive and verify invoices and requisitions for goods and services.
- Coordinate the operations of the company's procurements and other admin duties.
- Verify discrepancies and resolve customers' billing issues by examining payment plans, payment history and credit lines.
- Worked with tax consultants to prepare the company audited accounts for four years (2014 to 2017) with the company dataset.
- Organized properly kept financial records

## Projects

### Covid-19 Analysis

Performed exploratory data analysis of covid-19 dataset globally from 2020 to 2022

### E-library Web Platform

Conducted user research survey and insights to determine user needs and experience with E-library

## Courses

**Datacamp: Data Analysis in Excel**

**Datacamp: Intermediate SQL queries**

**McKinsey Forward online learning program**