**Odutola, Rachael Abimbola**

Plot A220, Sabon Lugbe, Opposite Mountain of Fire Church, ACO Estate, F.C.T Abuja.

Mobile: +2347035341930, +2348082293584

Email: meetrachael@yahoo.com

***Career Objectives***:

A versatile and result oriented graduate and chartered accountant ready to take up new challenges and learn new skills. I am looking to expand on already acquired knowledge and work in a well established and fast paced multicultural organization whilst ensuring adherence to standards.

# Education

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2021 – 2022 University of Ibadan, Ibadan, Oyo State, Nigeria

MSc Banking and Finance

2011 – 2015 Covenant University, Ota, Ogun State, Nigeria

B.Sc. Economics.

2003 – 2009 Pacesetters Academy, Meiran, Lagos State, Nigeria

*West African Senior School Certificate (WASSCE*)

1996 – 2003 De-Supreme Nursery and Primary School, Lagos state, Nigeria

Primary School leaving Certificate

***Qualification***

2021 The Institute of Chartered Accountants of Nigeria (ICAN)

Associate Chartered Accountant (ACA)

# Skills

# Communication skills, data analysis, critical thinking skills, time management skills, written and verbal communication skills, continual learning, interpersonal skills, mathematical and deductive reasoning.

# Employment Record

**January 2022 – April 2022**

**Audit assistant**

**Federal Airport Authority of Nigeria**

***Responsibilities.***

* Keeping accounting books and systems up to date.
* Ensure that financial statements and records comply with laws and regulations.
* Monitoring spending and budget.
* Auditing and analyzing financial performance.
* Financial forecast and risk analysis.
* Compiling and presenting financial and budget reports.
* Reconciling bank statements.

**May 2019 – January 2021**

**Admin and Accounting Officer**

**Maxtrax Global Technology**

***Responsibilities.***

* Creation and analysis of financial statements.
* Ensuring regulatory compliance in the company’s accounting records.
* Ensuring the accuracy of financial documents.
* Invoicing and ensuring clients pay up on time.

**April 2017 - April 2019.**

**Accountant**

**Fred Odutola College, Lagos**

***Responsibilities.***

* Monitor income and expenditure in relations to the school’s budget.
* Produce monthly reports for the directors, head teacher and finance committee.
* Keeping detailed financial records.
* Manage employee payroll and benefits.
* Balancing budget, acquiring funds and supplies and paying bills.

**May 2016 – April 2017**

**Commerce Teacher** **(NYSC)**

**Yejide Girls Grammar School, Molete, Ibadan, Oyo State, Nigeria.**

**Social Sciences Departmen**t.

***Responsibilities.***

* Commerce Teacher.
* Coordination of extra-curricular activities for the students.
* Related with the students and organized several sensitization programs.

**April 2014 – July 2014**

**Accounting Trainee (Intern)**

**Union Express**

***Responsibilities.***

Union Express, Oshodi, Lagos State, Lagos State, Nigeria.

* Worked as an industrial trainee personnel in the business development management and accounts department.
* Filled daily waybills for delivery.
* Worked closely with the accountants on preparing and balancing the company’s accounts.

# Interest and activities

# Community service and volunteering, brain training games, teamwork, reading, writing and singing.

# **References**

# This will be made available on request.