

## SOTUNDE KUDIRAT OLUWAGBEMINIYI

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### PERSONAL DATA

Date of Birth: January 22, 1988  
Sex: Female  
Marital Status: Married  
Religion: Islam  
Nationality: Nigerian  
State of Origin: Ogun State.  
Local Government Area: Sagamu Local Government

### OBJECTIVE

To be a team worker; a hardworking and dedicated professional, ready to learn and develop her skills in order to contribute towards the growth of your organization.

### SKILLS

- Intermediate user of Microsoft Office including Excel, Word and PowerPoint
- Intermediate user of Peachtree and QuickBooks accounting application
- Excellent communication skills, both written and oral
- Good analytical skills
- Ability to manage own time and prioritize workload
- Retentive memory for facts, figures and faces in the work place

### EDUCATION

<b>ACCOUNTING - B.SC (ed.) Hons</b>	2011
<i>University of Abuja, Gwagwalada Abuja, Abuja, Nigeria</i>	
<b>West African Senior School Certificate (O' Level)</b>	2003
<i>Remo Secondary school, Sagamu Ogun State, Nigeria</i>	

### PROFESSIONAL QUALIFICATION

- Associate Accounting Technician 2009
- Associate Chartered Accountant in view

## EXPERIENCE

- |                        |   |                       |
|------------------------|---|-----------------------|
| 1. Junior Accountant:  | DBH Solutions Limited<br>Sanusi Fafunwa, Victoria Island, Lagos           | Dec.'14 – Jul.<br>'15 |
| 2. Company Accountant: | Modu Sterling Global Ventures<br>Sagamu, Ogun State.                      | Jan.'14 – Jul. '14    |
| 3. Teacher:            | Abeokuta Grammar School<br>Idi-Aba, Abeokuta, Ogun State<br>(NYSC SCHEME) | Dec '12 – Oct. '13    |

### **Job Functions (1 & 2) include:**

- Administer Accounts receivable and Account payable
- Assisting in preparing budget and forecast
- Review and process expense reports
- Petty cash management
- Generating of payment vouchers and filling of all transactions
- Assist with payroll administration
- Establishment and keeping of company's books and accounts
- Tracking all inflows and outflows of cash and posting them appropriately into the appropriate books of account.
- Custody of all vouchers, waybills, invoice, receipts tellers, cheque stubs and other source documents necessary for effective book keeping and accounts preparation
- Keeping records of all company cash and bank transactions
- Performing daily cash reconciliation and monthly bank reconciliation
- Keeping records of all company operating cost and expenses
- Work with company auditors during audit process
- Ensure all regulatory payments are remitted as and when due

### **Job Functions (3) include:**

- Teaching Home Economics and Business Studies

## HOOBIES

- Reading
- Meeting People

## REFEREES

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- Available on request