

AKEEM OLADIMEJI ALIM

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07051060512

OLomi-Olunde, Ibadan Nigeria

CAREER OBJECTIVE

- A highly organized, resourceful, self-motivated, performance driven with demonstrated ability to deliver optimal service and business value in high growth environment.
- To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

SKILLS AND CORE COMPETENCIES

Bank Reconciliation
Account Management

Microsoft Excel
IFRS Compliance

Account Receivables/Payables
Interpersonal Relationship Financial Reporting

Software Skills: Microsoft Office Suite, Quickbooks.

EXPERIENCE

TOM WHITE (Logistic) INV. NIG LTD Agbor Road, Benin City Edo State
April 2022

May 2021-

Role :Financial secretary(NYSC)

Responsibilities:

- Recording and sorting of way bills.
- Preparing and payment of dispatch voucher
- Sorting of freight for each cut-off
- Dispatching of truck on each journey
- Issuing of docket for each journey

Good Symbol Venture, Badagry, Lagos State

Jan 2019 - Dec 2020

Role: Account Clerk/Store Keeper

Responsibilities:

- Assisting the accountant in preparing the payroll
- Preparing the contract summary document
- Daily enter key data of financial transactions in database
- Issuing and receiving material in the store
- Making records of store material and presenting to the procurement manager

Tobid Devine Success Micro Inv. Iwo Road Ibadan.

Dec. 2014 –

July 2015

Role: Accounts Officer

Responsibilities:

- Bank Reconciliation
- Account payables and receivables
- Daily Activities report
- Calculation and posting of invoice into the system
- Assisting the Finance Manager in preparing financial report
- Lodging, withdrawing and clearing of cheque and cash at the bank
- Keeping all the relevant ledgers up to date
- Assisting in calculating and preparing PAYE and salary schedule

The Pinnacle of Success College Ajiyo Ibadan

Nov2015 -

May2016

Role: Account Teacher

Responsibilities:

- Impacting knowledge of account to all concern students
- Teachingalltheseniorstudentsbookkeepingandmakingsuretheknowledgeisadequatelydelivered
- Making sure all students participate in school extra curriculum activities such as sports, debates, adventures etc
- As a classroom Teacher, looking into the affairs and well-being of individual students

ACADEMIC QUALIFICATIONS

- **Higher National Diploma, Accountancy**– The Polytechnic Ibadan – Lower Credit **2018**
 - **National Diploma, Accountancy –** The Polytechnic Ibadan – Upper Credit **2014**
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CERTIFICATION

National Youths Service Corps (NYSC)
2021/2022 **Benin City, Edo State**

Olad Computer Training **2011**
Diploma in Word Processing and Excel

LEADERSHIP AND VOLUNTEER CAUSES

MUSLIMCOPER'SASSOCIATIONOFNIGERIA **2021/2022**
Edo State
Welfare I

New Era Youth Forum **2014 till**
date
Olunde-Ago Road Ibadan
Member

MUSLIMCOPER'SASSOCIATIONOFNIGERIA **2021 till date**
Edo State
Member

PERSONAL INTERES

Financial News Learning new things Research and Development

REFERENCES

AVAILABLE ON REQUEST