

CURRICULUM VITAE

YUSUF MARIAM OYERONKE

Address: Mr Michael Olusola House, Ajokaka Estate, Elebu Oluyole
Extension, Ibadan, Oyo State.

Postal Address: P.O Box 764 Oyo

Phone Number: 08030777177, 08152740779

E-Mail: yusufmariamooo@gmail.com

OBJECTIVES: To achieve professional excellence in corporate organizations and opportunity to be creative. To use my skills as well as acquire more skills in challenging environment that gives room for self-development, recognizes and rewards hardworking, team efforts, innovation, loyalty and diligence.

PERSONAL DATA:

SEX: Female
DATE OF BIRTH: 22nd September, 1987
PLACE OF BIRTH: Oyo
STATE OF ORIGIN: Oyo State
LOCAL GOVERNMENT AREA: Atiba
RELIGION: Islam
MARITAL STATUS: Single
NATIONALITY: Nigeria

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES:

- Madonna University, Okija Anambra. B.SC. Accounting
2006-2011(3rd Class)
- Oyo State College of Education Model High School, Oyo. WASSCE
1998 – 2005
- Foundation Model Nursery and Primary School.
1992 -1998
- Trained as Certified Customer Officer -Telemarketing diploma,
Houston, Texas.
2013

ACADEMICS/PROFESSIONAL QUALIFICATIONS WITH DATES

- Institute of Chartered Accountant of Nigeria (ICAN ,Registration
number 193947- IN VIEW)
- Post Graduates Diploma (PGDE, National Teachers Institute
,Registration number NTI/PGDE/2014/3696)

WORKING EXPERIENCE:

Ima Junior And Secondary High School,(NYSC), Ilobu, Osun State.

DUTIES

- To teach the students.
- To conducts assembly
- Taught the students about skill acquisition.

Adebayo Kareem and Co(Chartered Accountant), No 1 Pipeline,Mosan,Ipaja,Lagos.(2013-2015) Post: AUDIT TRAINEE

DUTIES

- Examining balance sheets, loss accounts and profit in detail
- Identifying the problems and risks for assessing the reporting systems of the company
- Paying attention to all the details associated with the job of an audit trainee
- Acquiring the skills that are necessary for excelling in the work of auditing, these include hard-work, observance, dedication and analytical skills.-Manage weekly,month end and year end closing
- Prepares reports by collecting information.
- Maintain the records of account payable by filling all reports.
- Managing the daily,weekly and monthly agenda.
- Assist Auditor in annual reports.
- Overseeing of daily transaction(e.g bank reconciliation,general ledger).
- Document expenses and hand in reports.
- Reports all emergencies,hazards,incidents and near misses.
- Audit reports of clients.

UPPER ROOM LIMITED at no 25 lodge street oke ado,Ibadan

Post: Admin officer/Account officer(January 27,2015 till February 28,2018)

DUTIES AS AN ADMINISTRATIVE OFFICER

- Managing office supplies stock and place order.
- Preparing regular financial and administrative report
- Maintain and update of company's database.
- Answering queries by employees and clients.
- Maintain of company's calendar and schedule appointments.
- Filling of Reports
- Calling of outlets
- Posting of daily sales Reports
- Updating of customers contact information

- Closing of stocks account.

DUTIES AS AN ACCOUNT OFFICER

- Handle of accounts payable and receivables.
- Maintain records of business cost.
- Checking of invoice for inaccuracies.
- Handle general account queries.
- Reconciliation of accounts with General Ledger.
- Handling of company's petty and imprest.
- Auditing of stocks and cash available.

MY JOY FOOD INDUSTRIES LIMITED at km 10 old Lagos road, polo.

Ibadan.

Post: Junior Accountant (I deal with PAYABLES from May 28, 2018 - April 11, 2019)

DUTIES AS ACCOUNT PAYABLE

Posting of transactions.

Reviewing and verifying invoices and cheque requests.

Sorting, coding and matching invoices before setting them up for payment.

Preparation and processing of electronic transfers and payments.

Maintenance of vendor files.

Liaising with clients.

Posting of journals.

Bank reconciliation.

Ensuring the correct supporting documentation is available for audits.

Handling of cash Impress and petty cash.

Handling of I. O. U and Loan grants.

INTERPERSONAL SKILLS AND ABILITY

- Ability to work corporatively as a member of a team
- Ability to lead and endure
- Excellent computer skill
- Ability to withstand extra responsibility

LANGUAGE PROFICIENCY

1. English Language
2. Yoruba Language

EXTRA CURRICULUM ACTIVITIES

Reading,cooking,Travelling and Watching film

REFEREES:

1. **ALHAJI AI-MAM BUSARU LUKUMAN OPEYEMI**
AKANJI NURSERY AND PRIMARY SCHOOL,
ILEK OKE ODO ERAN OWODE,OYO
08030633855
2. **ALHAJI A.M KAREEM**
(CHARTERED ACCOUNTANTS)
NO 1 PIPELINE STREET MOSAN,IPAJA,LAGOS
P O BOX 5512,
07082899897, 08055239406
3. **PHARM Moses Awolola**
MINISTRY OF HEALTH, ALAUSA SECRETARIAT
IKEJA, LAGOS.
08033735073