

AYANNIYI MICHAEL ABAYOMI

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OBJECTIVE

To work with organization, achieve their goals and objectives through effective and efficient delivery and utilization of human, financial, material resources.

PERSONAL PROFILE

Date of Birth	21 st May 1993
Sex	Male
State of origin	Osun State
Nationality	Nigerian

EDUCATION

Ladoke Akintola University of Technology, Ogbomosho, Oyo State	B.Tech (Management and Accounting)	2011-2017
Divine International College, Oshogbo	Secondary School Certificate	2003-2009
Kenite Group of School, Osogbo	First school level certificate	1995-2003

EXPERIENCE

Access bank PLC <i>Responsibilities</i> <ul style="list-style-type: none">➤ Handling customers financial transactions like deposit, withdrawals, transfers, money orders, and checking.➤ Count cash, answers phones, files deposit slips, and paperwork, manage ATM deposits, collect payments, provide balances and account information, resolve customers and balance the vault and cash drawers at the end of the day.➤ Handling the role of fast track, FX transactions, International funds transfer like money gram, Access Africa, Western union.	Teller	(July 2019- Jan 2020)
Felfam Health Care <i>Responsibilities</i> <ul style="list-style-type: none">➤ Responsible for the day to day maintenance of the organization's premises, Technical	Project and Facility Manager	(April 2018 June 2019)

Equipments and Facilities.

- Ensured the maintenance of all company buildings and grounds, including the branch offices and residences.
- Ensures regulation risk assessment on facilities, Equipments, projects and building.
- Liase with all relevant regulatory bodies and utility providers to ensure business activities in all facilities are running.

Easy Place
Responsibilities

Account officer

**(May 2016-
Jan 2018)**

- Responsible for the day to day financial transactions of the company includes invoice processing, daily bookkeeping records, billing and tracking business expenses.
- Analyzes financial data to resolve certain discrepancies and irregularities that may arise.
- Carrying out monthly bank reconciliation on the company's bank accounts, and ensure that all discrepancies are resolved accordingly.

**Federal University of Technology (Budget and Expenditure
Akure Control unit (Account Officer)**
Responsibilities

**(June 2015-
Feb 2016)**

- Balancing all reconciliation bank stock debtors vendor intercompany imprest.
- Participation in physical stock taking amortization prepayment and Accruals on time periodical general ledger scrutiny as prescribed by the management periodical and month end journals.
- Assisted the bursar in the budget hearing exercise with the principal staff of the university.
- Dispatching and receiving of mails and memos.

CERTIFICATIONS

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|--|---------------|
| ➤ Institute of Chartered Accountants of Nigeria (ICAN)
(Skill level) | In View |
| ➤ NYSC discharge certificate | 2019 |
| ➤ Certificate of Project Management Professional (PMP)
(Associate member) | 2019 |
| ➤ Diploma in Facility Management | 2019 |
| ➤ Post graduate diploma in project Management | 2019 |
| ➤ Certificate of leadership, SCM | 2013 and 2014 |
| ➤ Information Communication Technology certification, LAUTECH. | 2011 |

STRENGTHS

- Excellent verbal, written and interpersonal communication skills.
- Great numerical skills and analytical mind and Good listening and problem solving skills.
- Great passion for excellence, continuous improvement and self-motivation.
- Service orientation and strong customer focus.
- Good understanding of Generally Accepted Accounting Principles.
- Integrity.

SKILLS

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- Proficiency in the use of Microsoft Office Suites (MS Word, Excel, Power Point, Outlook, Pharmashop)

REFEREES

Available on request.