

OLAOTAN AMINAT OLANIKE

30, Aromolaran Street, Behind Floreb Exclusive hotel, Agodi Gate, Ibadan. Oyo State.

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OBJECTIVE

A young, vibrant, self-motivated Accounting graduate desires to join the team at with exceptional analytical skills, ability to work under duress with strong oral and written communication skills, creating positive change through hard work and integrity while adding value and relentlessly pursuing organization goals, creating opportunity for advancement and Personal development.



EDUCATION

Obafemi Awolowo University, Ile Ife

April 2018

Course studied: Accounting

Degree: Bachelor of Science in Accounting (B.Sc.)

Academic Standing: Second Class Upper.

Iganmode Grammar School, Ojuore Ota, Ogun State

Certificate: Senior Secondary School Certificate (S.S.C.E)



WORK EXPERIENCE

Ministry of Youth and Sports Oyo State Secretariat (Accountant)

Dec – Sep, 2019

- Kept records of cash inflows and outflows in the books of accounts
- Performed book keeping duties including data entries, bank reconciliation statements, invoice reviews, and payable processing.
- Ensured accuracy of data accuracy in the organization
- Assisted in making strategic decisions on how finances could be expended and generated efficiently.

Assistant polling unit officer at Independent National Electoral Commission (INEC)

Feb – Mar, 2019

- Carried out Verification of the voters card of potential voters to ensure that the cards are valid

- Managed disputes and conflicts arising from uncooperative voters and enforced compliance with electoral



SKILLS

guidelines during the electoral process

Technical Skills - Proficient in Microsoft office packages. Intermediate Knowledge in Tally ERP software, and Quick Books

Soft skills - Adaptable team player, excellent communication and writing skills, public speaking skills, sound leadership skills, ability to work effectively under duress, ability to work without supervision, very strong human relations skills and result oriented.

PROFESSIONAL CERTIFICATIONS

- Institute of Chartered Accountants of Nigeria (ICAN) Professional Student member (ACA in view 2020)
- Accounting technicians Scheme of West Africa (ATSWA) Certified Accounting Technician (ATSWA)

VOLUNTEER ACTIVITIES

- NYSC Education Group Volunteer

Jan 2019 - Oct 2018