

# **AKINSEHINDE PATRICIA KEHINDE**

Ibadan, Oyo State

Linkedin-<https://linkedin.com/in/patricia-akinsehinde> | Email-akinsehindek@gmail.com

Patricia is an accounting and finance graduate with 1+ year of experience working primarily in reconciliation. I am looking at securing a responsible position in accounting management and serving as an account representative, sharing my breadth of experience and abilities effecting mutual employee and employer growth and success. I seek to engage in a career that will allow for progress in terms of expertise, socioeconomics development, and innovation through exposure to new ideas for professional growth of the company.

## **Proficiencies:**

Accounting, Microsoft Excel, Microsoft Office, Financial Analysis And Account Reconciliations  
Finanacial Reporting, Financial Forecasts, Business Development And Data Entry.

## **Soft Skills:**

Team Work, Critical Thinking, Problem Solving, Time Management, Interpersonal Skills And Effective Communication.

## **WORK EXPERIENCE:**

### **Cashier- FORESIGHT SPECIALIST EYE CLINIC**

- Posting of transaction into quickbooks appropriately and Receipts will only be issued after payment is made and Responsible for summarizing corporate bills daily, weekly and monthly and Posting of journals.
- Preparation and updating of ledgers and Preparation of weekly and monthly report and Dispensing of eye drops to the patients prescribed by the consultant and Balance transactions at the end of the day with Accountant.

### **Reconciliation Officer- UNIVERSITY OF IBADAN 2021-2022**

- Responsible for entering and updating accurate records for manual and electronic remittances and Reconciling banks account including the return of funds, trade accounts, and loans.
- Handling the excel daily in order to reconcile manual accounts and Collection of both receivable, payable and reconcile it using remita account and treasury single account and General ledger and accountability of all income and expenditure

## **EDUCATION**

**Institute of Chartered Accountant of Nigeria** (in-view)

Samuel Adegboyega University

B.Sc Accounting 2016-2020