

AJISEGIRI, ADEPEJU NIMOTALLAH

Geriatric Nurse and Accountant

+4917641700813 sowemimoade123@gmail.com

EXPERIENCE

Accounts Payable Specialist

Lagos State Public Work Corporation (LSPWC)

10/2015 - 04/2017 Lagos, Nigeria

Government organization overseeing public works in Lagos.

- Processed and managed supplier invoices, ensuring accurate coding and timely payments.
- Conducted weekly aged payable analysis to monitor outstanding liabilities and improve cash flow management.
- Verified and approved travel and expense reports, ensuring compliance with company policies.
- Assisted in month-end closing activities, including accruals, adjusting entries, and financial reporting.
- Prepared weekly payment runs and collaborated with vendors to resolve discrepancies efficiently.
- Reconciled vendor statements and addressed any outstanding issues to maintain strong supplier relationships.
- Supported internal and external audits by providing necessary documentation and reports.

Geriatric Nurse (Altenpflegerin)

Johann-Hinrich-Wichern-Haus Zweibrücken

08/2018 - 01/1970 Zweibrücken

Healthcare facility specializing in geriatric care.

- Provided comprehensive patient care, including medication administration and health assessments.
- Assisted in emergency medical procedures and collaborated with physicians to ensure optimal patient outcomes.
- Educate patient and family on health condition.
- Maintained accurate medical records and ensured compliance with healthcare regulations.
- Help patient with light exercises and therapies.
- Assist in performing emergency procedures.
- Provide wound care and dressing changes for patients with chronic wounds or injuries.
- Assist Physicians with procedures on patients.

EDUCATION

Bachelor of Science

Fountain University

09/2011 - 09/2015 Osogbo, Nigeria

Geriatric Nurse (Altenpflegerin)

BBS | Ignaz-Roth-Schule

07/2020 - 07/2022 Zweibrücken

LANGUAGES

English
Native



German
Advanced



SUMMARY

Detail-oriented and results-driven accounting professional with extensive experience in accounts payable, financial analysis, and process optimization. Adept at handling high-volume transactions, vendor management, and month-end reconciliations. Strong analytical skills with the ability to identify inefficiencies and implement cost-saving initiatives. Proficient in Microsoft Office Suite and ERP systems, ensuring accuracy and efficiency in financial operations. Seeking to leverage my expertise to contribute to a dynamic finance team.

KEY ACHIEVEMENTS



Enhanced Patient Satisfaction

Improved patient satisfaction scores by 20% through personalized care plans.



Audit Preparation

Played a key role in audit readiness by organizing financial documentation, reducing audit discrepancies by 30%.



Vendor Relations:

Strengthened vendor relationships by improving communication and dispute resolution, leading to a 20% increase in early payment discounts.



Budget Management Efficiency

Successfully managed a budget of €500,000, implementing cost-saving strategies that reduced expenses by 15%.



Team Training Success

Successfully trained 5 team members in emergency procedures, increasing response efficiency by 30%.

SOFT SKILLS

Time Management

Accuracy

Adaptability

Problem-Solving Abilities

Attention to Detail

Multitasking

TECHNICAL SKILLS

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|--------------------------------|-------------------------------|-----|
| Microsoft Office | Accounts Payable | |
| Payment Coordination | Invoice Processing | |
| Financial Reporting | General Ledger Reconciliation | |
| Expense Management | ERP Systems | |
| Vendor Relationship Management | Compliance | |
| Financial Analysis | Strong Attention to Detail | |
| Microsoft Office Suite | Forecasting | SAP |
| Problem-Solving Skills | Receivable Management | |

TRAINING / COURSES

- Certified Accounts Payable Professional (CAPP)
[Insert Institution Name]
- ERP System Training (SAP, Oracle, QuickBooks)
– [Insert Institution Name]
- Advanced Excel for Financial Professionals
– [Insert Institution Name]

INTERESTS

- Financial Analysis
- Process Improvement
- Continuous Learning
- Professional Development
- Traveling
- Watching Movies
- Baking