

AJISEGIRI, ADEPEJU NIMOTALLAH

Geriatric Nurse and Accountant

+4917641700813 sowemimoad123@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

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**