

Ogunlolu, Abigail Ajoke

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PROFESSIONAL SUMMARY

I am a seasoned Accountant with over four years of professional experience, complemented by a keen aptitude for Financial Technologies focused on delivering inventive solutions within the realm of accounting.

Throughout my career, I have excelled in roles involving Receivables analysis, Payables management, Reconciliation, Financial Statement preparation, Data analysis, and even Web development. My diverse skill set encompasses proficiency in various technologies, including Excel, SQL, Tableau, JavaScript, HTML, CSS, Tailwind CSS, React.js, Git, and GitHub, which I have strategically employed to consistently achieve outstanding results.

WORK EXPERIENCE

AXA Mansard Health Insurance.

84B Ozumba Mbadiwe. Victoria Island, Lagos.

FEB 2019-SEPT 2022

CREDIT CONTROL OFFICER:

Mar 2021- SEPT 2022

- During my tenure, I prepared Trade Receivable, Other debtors, and Account payables schedules, contributed to automating Receivables and Payables Accounts by collaborating with Software Developers, performed analytical procedures on accounting variances, assisted in preparing Management reports, and successfully recovered over 40 Million Naira declared as bad debt in 2021.
- I actively contributed to budget preparation, managed NHIS Schedule and remittance, assisted in preparing monthly, quarterly, and annual financial reports, and effectively escalated outstanding receivables to team members and the sales unit.

SETTLEMENT OFFICER:

Feb 2019- Feb 2021

- Performed various key responsibilities, including analyzing and posting journals into appropriate ledgers, conducting thorough reviews and reconciliations of all AXA Mansard HMO Accounts, and meticulously reconciling data and reports to resolve discrepancies between bank and ledger. Additionally, I took charge of assembling the annual audit information for external auditors, and I successfully liaised with Account officers from various Accounts/Banks operated by AXA Mansard HMO.
- Moreover, I efficiently handled clerical duties such as filing, remittance of WHT and VAT, preparing memos and request letters, as well as handling scanning and photocopying tasks. As part of my role, I diligently reviewed month-end close reports, and when necessary, promptly escalated any problems detected for swift resolution.

Lastly, I ensured meticulous review of all ledgers to maintain accurate and up-to-date financial records.

ST JOHN'S SCHOOLS, IKORODO ROAD PALMGROOVE.**July 2018- Jan 2019**

ACCOUNT OFFICER / ADMINSTRATOR

- Actively contributed to various financial tasks, including preparing accurate financial records and maintaining general ledger accounts. I diligently reviewed bank statements on a monthly basis to ensure accuracy and identify any discrepancies, efficiently managed staff payrolls, ensuring timely and accurate processing of payments. Additionally, I prioritized data security by completing regular database backups and maintaining strict confidentiality of sensitive information.

OFFICE OF THE AUDITOR GENERAL.**SECRETARIAT, IBADAN. OYO STATE.****2015 / 2017-2018 NYSC /**

INTERNSHIP

- Checked documentation supporting accounting balances and classes of transaction with a third party.
- Checked and confirmed account receivable and other accounts with third parties.
- Performed analytical procedures on expected and unexpected variance in accounting balances or classes of transaction.

PERSONAL DETAILS Sex: Female**Nationality:** Nigerian**EDUCATION Award/Institution****Year**

PGD COMPUTER SCIENCE.**2022- 2023**

BABCOCK UNIVERSITY

ILISAN-REMO, OGUN STATE.

BSc. ACCOUNTING**2013-2016**

LES COURS SONOU UNIVERSITY COTONOU.

REPUBLIC OF BENIN.

OND. ACCOUNTING**2010-2012**

MOSHOOD ABIOLA POLYTECHNIC.

ABEOKUTA, OGUN STATE.

PROFESSIONAL CERTIFICATION

Financial Modeling & Valuation Analyst (FMVA)[®]**CFI (in progress)**

Accounting Fundamentals
Introduction to Business Intelligence
Database and SQL for Data Science with Python
Frontend Development

CFI
CFI
IBM
TECH 365

INTEREST AND ACTIVITIES HOBBIES

Learning Reading Networking Traveling Sports