Add: 9, Awofeso Street, off Akinpelu Street, Ladi-lak bus Stop.Bariga.Lagos

Phone: ***08130234460, 09097336680*** E-mail [awosanya.oladimeji@gmail.com](mailto:awosanya.oladimeji@gmail.com) Website: <http://.awosanya.github.io>

OLADIMEJI OPEYEMI AWOSANYA

**SUMMARY**

Highly accomplished and detail oriented professional with over 9 years experience attaining business goals through in-depth analysis, development and execution. An experienced professional with a history of successfully managing customer relations, leading projects and handling time sensitive complex transactions to completion. An outstanding individual possessing excellent interpersonal, analytical, reconciliation and organizational skills. An effective manager with the skills necessary to direct, train and motivate staff to their full potential.

**CORE COMPETENCES**

* Knowledgeable about Data Modeling, Excel (Vlookups & Pivot Tables)
* High level understanding of data management
* High drive motivation and Attention to detail
* Identifying inconsistencies in data and information
* Ability to explain complex information clearly and simply
* Analysing financial data and information to make consideration decision
* Excellent time management
* Excellent Interpersonal
* Provide assistance and support to company personnel
* Experience of using a variety of relevant software packages such as e.g. Peach tree Accounting,
* Virdle 4000 Software, Economic Resource Planning Software (ERP software) , Microsoft application
* The ability to tackle unforeseen challenges using existing resources

## TECHNICAL SKILL

Financial Settlement and Reconciliation Financial Analytics

Virtual Assistant/Internet Research Audit | Auditing

Data entry / Data Science MS Office Suite (Excel, Word, PowerPoint)

Front End Developing (Tools: HTML5, Back End Developing (Tools: Python,

CSS3, Bootstrap4, JavaScript, JQuery) Django, SQL, My-SQL, MongoDB)

Responsive Web Design Software Development (GUI)

Version control (Git/Github) Cross Platform compability

Admin Support or Assistance Teaching and Tutoring

Quantitative developing Quantative Research

## EXPERIENCE

**Seeking New Opportunity**  Aug.2017 – Till Date

Accountant | Financial Analyst |Data Entry Specialists | Auditor| Credit Analysis Manager |

Payroll Officer| Risk Officer |Quality Control Officer | Tendering | Compliance Manager

Assistant Controller | Tax Accountant | Bookkeeping Clerk | Billing Clerk | Cost Estimator |

Budget Analyst | Accounts Receivable Clerk | Accounts Payable Clerk | Accounting Clerk |

Accounting Assistant | Environmental Accountants | Government Accountant | Cost Accountant |

Tax Accountant | Compliance Analyst | Treasury Analyst |Personal Financial Advisor | | Bi Analyst

Quality Assurance | Quantitative Developer | Quantitative Researcher | Algorithm Trader |

Quantitative Trader | Portfolio Manager For Financial Industry| Public Policy |Web Designer |

Front end developer | Back end developer | Responsive Web Designer | Software Developer |

**Artee industrial Limited (Airtee Group and SPAR)** Aug. 2018 – Till Date

**Import and Travels Officer (Executive)**

* Kept record up to date of all the companies quota position documents being issued from the Immigration Office
* Kept detailed information’s of all expatriates and their family on an excel sheet.
* The SSS form is being prepared every month for three (3) branches to be submitted first week of the month to the SSS office.
* I keep a detailed list of all expatriates on our insurance list; for every new joinee, i send the names via mail to the insurance company to add the names so also same is done for every expatriate that leaves the company, i send their names and they delete the names.
* I compile a list for CERPAC cards (Resident Permit) due for processing a month before expiration then i hand it over to Immigration officer for processing.
* Preparing monthly Returns reports on Expatriate.

**RCCG (City of Refuge Area 22 LP 15) Aug.2**018 – Till date

**Freelancer (Website Maintenance and Developer)**

* Efficiently carrying out all responsibilities as a Programmer.

**Unified Payment Service Limited (UP)** Jan.2014 – Aug. 2017

**Seconded by Integrated Corporate Services Ltd (ICSL)**

**Settlement and Reconciliation Officer**

* Aggregated MEB data and generated POS settlement file and reports for marchants, Banks and Other Departments on a daily basis.
* Dealing with large transaction Data files and Modeling it with Excel using (Vlookups, Pivot Tables & Macros) on a daily basis and chasing out transaction details and balances.
* Provide timely and accurate financial POS settlement reports on daily, weekly and monthly basis to marchants and banks respectively.
* Perform financial analyses effectively on Settlement files and Preparation of Merchant Deposit Bank Manual checker.
* Track and review POS Reconciliation and Settlement (Naira and Dollar) reports for any discrptancy in settlement on a daily basis.
* Keeps up-to-date with regulatory requirements, in order to maintain compliance with the delivery of timely POS settlement files to NIBBS and sending of reports to the parties involve.
* Accelerated the daily Processing of MEB and POS TLA files for settlements by increasing the delivery time from 11am to 6am daily.
* Recommended a change that was adopted immediately.
* Communicated with individual banks reports handlier to understand how they wanted to receive their POS settlement reports and defined reports that met their needs.
* Automated preparation of POS MEB processing file that had previously required 12 hours of staff time per day
* The on-timely proceesing delivery of MEB file for settlement results helped the Departement and to save their cordial relationship with the banks and marchants

**Sumal Group of Company (Yale Food Ltd)** Jan.2013 – Sept.2013

**Biometric Registration / Inventory Officer**

* Conducted regular data quality and audit checks to monitor the accuracy of data collected as well as a tool for identification and prevention of fraud and inefficient workers.
* Maintained record of receipts as well as issuance of items that are going out of the warehouse so as to ensure accuracy and completeness uing the **ERP software**
* Involved in reconciliation of physical stock with the stock in the system.
* Asisited in undertaking the function of stock taking and confirm the periodic stock on a regular basis by working closely with the designated staff members
* Assisted in developing data management approaches, Registering, Monitoring & Modification of Employees information using **Virdl 4000 Software**
* Designed appropriate procedures and systems for the assurance of quality registration data through the implementation of continuous registration and verification exercises, including the facilitation of additional data collection in accordance with the using **The Remote Access manager with The Virdl 4000 Software** .
* Designed, implemented and revised, as required the Computation of Employee Hour Work Salaries (Hourly Rate Wages) using **The Remote Access manager with The Virdl 4000 Software** for all aspects of registration and salaries in accordance with applicable standards and policies, including provisions for the protection of individual data and prevention and identification of fraud.

**Greenhouse Microfinance bank** Oct.2010-Mar.2011

**Loan Officer**

* Reviewed loan requests
* Assisted in Assessing clients’ financial status
* Assisted in Evaluating creditworthiness and risks
* Assisted in Sourcing for potential client. Individual or businesses, in need of loans.
* Urged clients to obtain loans from the institution.
* Assisted customers with their loan application request.
* Analyzed risks and approve or reject loan requests
* Managed numerous financial and accounting duties for bustling financial instsitute.
* Planning and organising work to achieve department objectives within a short to medium term timeframe
* Planning and organising work to achieve objectives within a short to medium term timeframe

**Cypress travels & tours ltd.** Jan.2005 – Dec.2008

**Ticketing officer/ Internet Operator**

* Attending to client, and ensuring client get the best of service.
* Attending to customers queries ensuring prompt resolution
* Feedback Mechanism
* Attending to client at regular time when they need help.
* Provide information regarding account or product
* Reviewed, Analyze & evaluate finances.

**DATE OF BIRTH:** 24th JULY, 1986

**EDUCATION**

**National Open University In View**

* Bsc in Accountancy

**Lagos State Polytechnic. Lagos** **2016**

* HND in Accountancy.

**Lagos State Polytechnic. Lagos** **2010**

* OND in Accountancy.

**Ago-iwoye Secondary school** **2004**

* Senior Secondary School leaving certificate

**PROFESSIONAL QUALIFICATION**

**The Institute of chartered Accountant**

* **ICAN Professional certificate In View**

**OTHER QUALIFICATION**

**Alison**

#### Diploma In Information Technology Management 2018

* Diploma in HTML5, CSS3 and JavaScript
* Diploma in C Programming
* Diploma in Python Programming
* Data Analytics - Mining and Analysis of Big Data

**Udemy**

* Certificate in Macros & VBA Excel, Excel Table Design **2016**
* Certificate in Introduction To Databases SQL Querying **2015**

**BitDegree**

* Certificate in Python Programming
* Certificate in Bootstrap 4

**LEADERSHIP ROLE / TRAINNING**

**Young African leaders Initiative**

* Management Strategies for People and Resources

**Lagos State Polytechnic**

* Welfare Officer **2008 - 2010**

National Association of Polytechnic Accountancy Students (NAPAS).

Lagos State polytechnic, Isolo, Lagos State.

**HOBBIES:** Coding, Reading, Traveling, Tutoring, Coaching

**REFEREES:** On request.