

# AWOSANYA,Oladimeji Opeyemi

Add: 7, 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)

## CORE COMPETENCES

- Excellent time management
- Excellent Interpersonal
- High drive motivation and Attention to detail
- Knowledgeable about Data Modeling, Excel (Vlookups & Pivot Tables)
- High level understanding of data management
- Provide assistance and support to company personnel
- Ability to explain complex information clearly and simply
- Analysing financial data and information to make consideration decision
- Identifying inconsistencies in data and information
- 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

## SKILL SET

Teaching and Tutoring  
Virtual Assistant/Internet Research  
Admin Support or Assistance  
Computer Skill - Microsoft office  
Peach tree Accounting Usage  
Virdle 4000 Software Usage

Financial Settlement and Reconciliation  
Financial Analytics  
Data entry  
Audit  
ERP software Usage  
Toad Application Usage

## EXPERIENCE

**Unified Payment Service Limited (UP)**

Jan.2014 – Aug. 2017

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

**Settlement and Reconciliation Analyst**

- Data Modeling, Excel (Vlookups, Pivot Tables & Macros)
- Daily enter key data of financial transactions in database
- POS Reconciliation and Settlement (Naira and Dollar)
- Processing of MEB and POS TLA files for settlements
- Preparation of Merchant Deposit Bank Manual checker and sending POS Reports to Banks
- Sending of weekly and monthly Merchants Report
- Reconciliation of Merchant Deposit Bank Account using the Merchant Payment schedules
- Formatting of Files for Reports
- Provide accounting and clerical support to the accounting department
- Analysing financial data and information to make consideration decision
- Daily enter key data of financial transactions in database

**Sumal Group of Company(Yale Food Ltd)**  
**BiometricRegistration Officer (Time Keeper)**

Mar.2013 – Sept.2013

- Registering, Monitoring & Modification of Employees information using **Virdl 4000 Software**
- Keeping proper recording of product produce (ranging from Production, Receiving into the warehouse and Sales) using **ERPSoftware**
- Computing of Employee Hour Salaries based Hour Work (Hourly Rate Wages) using **The Remote Access manager with The Virdl 4000 Software**

**Greenhouse Microfinance bank**  
**Loan Officer**

Oct.2010-Mar.2011

- Source for potential client. Individual or businesses, in need of loans.
- Urging clients to obtain loans from the institution.
- Assist customers with their loan application request.
- Analyze and verify the application to determine the client's credit worthiness

**Cypress travels & tours ltd.**  
**Ticketing officer**

Jan.2006 – Dec.2006

- Attending to client, and ensuring client get the best of service.
- Attending to customers queries ensuring prompt resolution
- Feedback Mechanism

**Mbo Glorious Ltd**  
**Internet Operator**

Jan.2005 – Oct.2005

- Attending to client at regular time when they need help.
- Provide information regarding account or product
- Reviewed, Analyze & evaluate finances.

**DATE OF BIRTH:** 24<sup>th</sup> JULY, 1986

**EDUCATION**

**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

## **OTHER QUALIFICATION**

### **Udemy**

- |   |             |
|---|-------------|
| ❖ Certificate in Macros & VBA Excel, Excel Table Design | <b>2016</b> |
| ❖ Certificate in Introduction To Databases SQL Querying | <b>2015</b> |

## **LEADERSHIP ROLE**

- |                   |                              |
|-------------------|------------------------------|
| ❖ Welfare Officer | 2008 - 2010 Academic Session |
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National Association of Polytechnic Accountancy Students (NAPAS).

Lagos State polytechnic, Lagos State, Isolo.

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

**REFEREES:** On request.