AWOSANYA,Oladimeji Opeyemi

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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
* Knowlegdeable 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 Financial Settlement and Reconciliation

Virtual Assistant/Internet Research Financial Analytics

Admin Support or Assistance Data entry

Computer Skill - Microsoft office Audit

Peach tree Accounting Usage ERP software Usage

Virdle 4000 Software Usage Toad Application Usage

## EXPERIENCE

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

**Seconded byIntegrated 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)** Mar.2013 – Sept.2013

**BiometricRegistration Officer (Time Keeper)**

* 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** Oct.2010-Mar.2011

**Loan Officer**

* 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.** Jan.2006 – Dec.2006

**Ticketing officer**

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

**Mbo Glorious Ltd** Jan.2005 – Oct.2005

**Internet Operator**

* 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**

**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 **2016**
* Certificate in Introduction To Databases SQL Querying **2015**

**LEADERSHIP ROLE**

* Welfare Officer 2008 - 2010 Academic Session

National Association of Polytechnic Accountancy Students (NAPAS).

Lagos State polytechnic, Lagos State, Isolo.

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

**REFEREES:**On request.