**ADEBOYEJO GANIU OLALEKAN**

**Address: No. 158, Community Rd Ijegun off Ikotun Lagos, Nigeria.**

**Phone No. +2347035412498**

**Email:** [**olalekanadeboyejo@gmail.com**](mailto:olalekanadeboyejo@gmail.com)

**Personal profile statement**

A motivated, adaptable and responsible accountant graduate seeking a position in an accounting position to utilise the professional and accounting skills developed through past work experiences in this field. I have methodical, system-focused approach to work and a strong drive to see things through to completion. In my current job, I have managed the account department to achieve organisational goals.

**Achievement**

* Reduce business expenditure
* Processed payroll for 20 employees and worked on the improvement of all accounting procedures to increase efficiency

**Education**

* 2009 – 2014 B.Tech in Accounting from Ladoke Akintola University of Technology, Ogbomoso
* 2000 – 2006 Senior School Certificate Examination (WAEC) from Tesmoh Comprehensive College, Lagos State.

* 1991 – 1997 First School Leaving Certificate from Bolorunduro Nursery and Primary School

**Work experience**

(August 2023 – Date) **JTECH**

3rd Avenue, Festac Lagos State.

**Post Held:** Accountant

**Key Job Responsibilities:**

* Bank reconciliation
* Payment of customer trade transactions
* Detection of missing funds

(March 2022- October 2022). **Concept One Medical Centre (Hospital)**

No 10, Kehinde odusote Street Anthony Village, Lagos State.

**Position:** Accountant

**Key Job Responsibilities:**

* Revenue accounting
* Prepares general ledger entries, journal entries and trial balance
* Bank reconciliation
* Ensuring invoices/ payables are well negotiated, verified and paid in time.
* Handles suppliers and patients accounts (Receivable and Payables) well managed
* Maintains good relationship managements with patients
* Help to cut down company’s overhead cost to manage operation
* Receive products purchased, check for defected & expired product.

(March 2020-Feb 2022). **Vidora Gioielleria Ltd (Retail company).**

Mega Plaza, 3rd floor Idowu Martins St Victoria Island, Lagos State.

**Position:** Accountant

**Key Job Responsibilities:**

* Carrying out stock management on monthly bases for the three boutiques of the company
* Receive products purchased, check for defected product before distribution
* Identification and recovery of debt
* Preparation of cash flow (cash inflow & outflow)
* Income statement & bank reconciliation

(2017-2019) **Legal Awareness for Nigerian Women**

Water intake by Yakowa road, Kaduna, Kaduna State.

**Position:** Account Officer

**Key Job Responsibilities:**

* Reviewing and signing of Vouchers
* Raising bills and applying payment made to Vendors
* Monthly bank reconciliation
* Scrutinize and investigate all project expenditure and ensure compliance of expenditures with approved budget.

**Skills**

* Organization
* Interpersonal communication
* Adaptability
* Time management
* Spreadsheet proficiency
* Team work

State of Origin: Ogun

Nationality: Nigerian

2016 National Youth Service Corps (NYSC)

**Post Held:** Class Teacher

**HOBBIES:**

Meeting people and Traveling

**REFEREES**

**Dr. Agbede Ayo Mr. Olajide Jimoh**

Fairshores Nigeria Ltd Credit Facility Control Manager

Economist Access Bank Plc

Lagos state. Lagos state.

08035019867 08061394871

[ayoagbede@yahoo.com](about:blank). [jimjid4ng@gmail.com](about:blank).