**IDOWU OLANIKE OLUWABUKOLA**

123, Colonel Estate, Bogije, Lagos

Telephone: +2348138413064

Email: idowuolanike3@gmail.com

**CAREER OBJECTIVE**

I am a bright and dedicated graduate with a bachelor’s degree in accounting, who seek to work with a reputable organization where I can contribute my knowledge and skills to achieve the organization’s goals and objectives as well as enhance my experience through continuous learning and teamwork.

**CORE SKILLS/COMPETENCE**

* Ability to work independently or part of a team
* Ability to work under pressure and meet deadlines
* Business analysis skill
* Excellent written and verbal communication skill
* Financial analysis skill
* Proficient in Microsoft office (Word, Excel and PowerPoint)
* Strategic planning
* Superior administrative skill

**EDUCATION**

2019 B.Sc. Accounting (Second Class Upper Division)

Federal University of Agriculture, Abeokuta, Ogun State

2011 West Africa Senior School Certificate

Winners' Model College, Osogbo, Osun State

**WORK EXPERIENCE**

May 2020 – Sept. 2020 Balarisi Limited

**Office Accountant/Admin**

* Prepared expense account as well as accounts reconciliation
* Prepared payables and receivables accounts
* Ensure correct invoicing
* Ensure strict compliance with procedures established by management
* Ensure proper filing of office documents

2019 - 2020 Herald of Hope Group of School, Ojuala, Ondo State (NYSC)

**Financial Accounting Teacher and Regional Coordinator**

* Managed up to 26 students effectively
* Collaborated with colleagues by participating in team meetings as well as management, budgeting and accountability of funds

2016 - 2017 Nigerian Universities Accounting Student's Association Independent Electoral Committee (FUNAAB)

**Financial Secretary**

* Prepared and presented account report
* Disbursement of fund as at when required

**PROFESSIONAL QUALIFICATION**

2019 Institute of Strategic Management, Nigeria (ISMN)

Associate Member

**REFEREES**

Available upon request