**Janet Olamide**

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Personal statement

Driven qualified accountant with over 5 years of experience in preparing financial statements, managing budgets, and conducting financial analysis. I have proven experience and skills in tax compliance, expense management, cost accounting, reports and P&L statements which has resulted in accurate financial reporting and improved financial performance for my past employers. I am a quick learner and possess excellent communication skills, allowing me to effectively collaborate with team members and stakeholders, also seeking an opportunity to utilize my skills and experience to contribute to the growth and success of a company in a dynamic and challenging accounting position.

Key Skills

* General Accounting and GAAP Compliance
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Financial Reporting & Analysis
* Financial Statements expertise
* Booking Keeping Expert
* Analytical and Problem Solving skills
* Account payable and receivable management
* Account Reconciliation specialist
* Client Relationship Management
* High Attention to details
* Accounting Software Proficiency (Quickbooks,Sage50,xero etc)

Employment History

Assistant Accountant, Staffing etc, Maryland, United States.

(May 2021 – September 2023)

* Developed new and complex spreadsheets to help produce the monthly management accounts much quicker, thereby improving the production time of preparing financial statement by 30%.
* Maintain payable records, process bills and invoices on time thereby increasing the timely payment to suppliers by 50%
* Reduced overhead costs by 15% per year by identifying saving solutions from financial analysis
* Reduced aged receivables from $12K to $5K. Revamped A/R procedures and filing systems, created spreadsheets to enhance tracking of receivables.
* Timely completion of journal entries, reconciliations, and account analysis using Quick books has helped in reducing significant errors or adjustment to financial statement by 20%.

Finance Manager, Bigfield Digital Limited, Ibadan, Nigeria

(January 2020 – April 20211)

* Improved overall process efficiency by 30% after sourcing and implementing a new, bespoke accounting software system
* Increased the revenue growth which was 5% in 2019 by 15% in 2020 by developing financial road map
* Executed vendor setup and payment, administration of bank accounts and account reconciliations.
* Built lasting relationships with all the company’s clients and ensured there were systems and resources in place to deal with any of their queries in less than 24-hours which increase customer’s satisfaction by 40%
* Supporting the executive management team by offering insights and financial advice that will allow them to make the best business decisions for the company.

Account Manager, Hamptons Catering Service, Lagos, Nigeria

(June 2018 – November 2019)

● Maintained accurate records pertaining to bank statements and reconcile them with the general ledger.

* Revamped the accounting system, which increased efficiency by 50% in handling accounting controls

● Improved services by updating accounts payable and perform reconciliation.

● Manage a team of three accounts assistants ensure all deadlines were met on time.

● Prepared monthly financial statements and examine expenses submitted by employee

● Streamlined accounting procedures by introducing central access systems pertaining to payrolls and petty cash.

Account Officer, TraceIT Limited, Lagos, Nigeria

(July 2017 – May 2018)

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* Administered financial accounts, cash monitoring, and reconciliations.
* Improved performance through strategic planning.
* Oversaw inventory and stock-taking activities.

Education

Federal University Of Agriculture, Abeokuta

(September 2012 – October 2015)

Bachelor of Science in Accounting (Second Class Upper credit)

Certification and Trainings

Financial Planning and Analysis **(**Udemy)

(**November 2022)**

# Financial Analyst (Udemy)

# (**September2022**)

FMVA (CFI Institute)

**(April, 2022)**

Associate chartered Accountant (ACA)

**November 2018**