

OMOBUKUNOLA TEMITOPE AYANTOYE
22, Summerville Avenue, Manchester M9 4LZ.
Tel: 07470522163; avantoveomobukunola@gmail.com

SUMMARY

Results-driven Chartered Accountant with 3 years of practical experience in financial, auditing and accounting practices. Adept at conducting risk assessments, delivering accurate financial reports. Skilled in utilizing Microsoft and Google suites and conducting data analysis to drive informed decision making. Excellent communication and interpersonal skills, fostering positive relationships with clients and team members. Committed to delivering high-quality work, meeting deadlines, and exceeding expectations.

EDUCATIONAL QUALIFICATION

- **Bachelor of Science, Finance** **Aug. 2016 - Aug. 2021**
- **National Diploma, Banking and Finance** **Aug. 2013 - Aug. 2016**

PROFESSIONAL CERTIFICATE

- **Associate Chartered Accountant** – Institute of Chartered Accountants of Nigeria (ICAN) **May, 2021**
- **Associate Accounting Technician** – Institute of Chartered Accountants of Nigeria (ICAN) **Sept, 2018**

EXPERIENCE

Zinsu Adeshina & Co. (Chartered Accountants) **Jan 2023 – April 2024**

ACCOUNT ASSISTANT

- Managed the accounts payable and account receivable processes
- Prepared financial statements and reports, such as statement of Financial position, statement of income and other comprehensive income.
- Provided support to the accounting department by filing and reconciling documents, tagging of fixed asset
- Carefully and accurately performed a variety of accounting, bookkeeping and office tasks

ZOA AND ASSOCIATE

Mar 2023 – Dec 2023

ACCOUNT ASSISTANT

- Reconciled all expenses and accounts, including company credit cards, and expenses accounts
- Tracked employees time and attendance for payroll
- Reviewed general ledger entries for accuracy and to determine completeness
- Managed all purchase orders and monitored company budget by controlling project expenses
- Prepared audit schedules and summaries for inclusion in the final audit

Residencia Moderno Limited (Real Estate Company)

Jan. 2022 – Oct. 2022

ACCOUNT CLERK

- Maintained and reconciled general ledger accounts, prepared and processed invoices, bills, and payments.
- Monitored accounts receivable and payable, ensuring timely processing and payment of invoices.
- Assisted in the preparation of financial statements, including balance sheets and income statements.
- Collaborated with other departments and external stakeholders to resolve accounting and financial issues

. Oluese Peter & Co. (Chartered Accountants)

June. 2014 – Aug. 2016

ACCOUNT CLERK

- Reviewed and analyzed financial records, including balance sheets and income statements, for clients in various industries.
- Conducted field audits, including gathering and reviewing documents, interviewing personnel, and verifying internal control procedures.
- Provided support to senior auditors in the execution of audit procedures and preparing audit findings and recommendations.

SKILLS AND CORE COMPETENCIES

- Proficient in accounting software such as QuickBooks.
- Strong analytical skills with the ability to interpret financial data and identify trends.
- Excellent communication and interpersonal skills, with fluency in English.
- Detail-oriented and organized, with a commitment to accuracy and quality.
- Ability to work effectively in cross-cultural teams and adapt to diverse work environments.
- Software Skills: Microsoft Office Suite (Excel, Word and Powerpoint), Google Suite.

INTEREST

- | | | |
|--------------------------|--------------|------------------|
| ▪ Financial Analysis | ▪ Accounting | ▪ Auditing |
| ▪ Management Consultancy | ▪ Taxation | ▪ Data Analytics |

VOLUNTEER

General Secretary and Public Relation Officer

2019 - 2021

Finance Students' Association (FINSA)

- Confidentiality & Reporting: Maintained data security and prepared reports for FINSA.
- Event & Workshops: Organized events and facilitated workshops, fostering student engagement.
- Recruitment Support: Actively promoted the program and connected with prospective students.

REFERENCE

Available on request