

ADESETE SAMUEL KAYODE

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SUMMARY

A diligent and detail-oriented graduate of Accountancy from Ogun State Institute of Technology, eager to begin a professional career in an organization that values hard work, integrity, and continuous learning. Committed to contributing effectively to team goals while developing practical experience in accounting, finance, or administrative roles.

EDUCATION

Ogun State Institute of Technology, Igbesa – Ogun State, Nigeria HND, Accounting	2022-2024
Ogun State Institute of Technology, Igbesa – Ogun State, Nigeria OND, Accounting	2019-2021
Ogudu Senior Secondary School, Lagos SSCE	2018

WORK EXPERIENCE

ACCOUNTANT

BILL TRAIT VENTURES, ODUGBE, OGUN. **August 2024 – June 2025**

- Documented daily sales, purchases and expenses
- Tracked inventory, account payables and receivables
- Reconciled accounts on weekly basis

ACCOUNTANT

ARIBILL VENTURES, ALAGBADO, LAGOS. **November 2023 – July 2024**

- Prepared and maintain sales, purchases, and expense records
- Computation of payroll and payment of salary
- Tracked inventory, account payable and receivables

ACCOUNTANT (Intern)

WAKDAT HOTEL AND SUITES, IGBESA, OGUN. **November 2021 – October 2022**

- Prepared and maintain sales, purchases, payroll, and expense records
- Implemented Excel-based tracking system for credit purchases and accrued expenses.
- Supported management with cost control and expense analysis.

KEY SKILLS

Technical Skills	Software Proficiency	Soft Skills and Other Skills
• Basic Accounting Knowledge • Record Keeping and Filing • Customer Service • Financial Reporting & Analysis • Bookkeeping & Record-Keeping	• MS Word • MS Excel	• Problem-Solving & Analytical Thinking • Leadership & Team Management • Communication & Interpersonal Skill • Attention to Detail • Time Management & Multitasking.