

ASHIMOWOLO SODIQ LEKAN

Lagos, Nigeria

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CAREER SUMMARY

Accountancy graduate with experience in accounting, administration, data management, and human resources support. Highly organized and detail-oriented with proven ability in record management, financial documentation, data accuracy, and office administration. Seeking opportunities to contribute strong analytical, administrative, and accounting skills in a professional environment.

CORE COMPETENCIES

Financial Record Keeping

Bank Reconciliation

Payroll Support

Data Entry & Verification

Record Keeping & Documentation

Administrative & Office Support

File Organization & Scheduling

Microsoft Excel

Team Coordination

Education

Federal Polytechnic, Ede, Osun State

Higher National Diploma (HND)—Accountancy, 2022–2024 Ordinary

National Diploma (OND)—Accountancy, 2018–2021

PROFESSIONAL EXPERIENCE

Accounts Trainee & Human Resources Assistant

Mchris Communication Service | January 2026 – June 2026

Assisted in recording and maintaining daily financial transactions and payment records. Performed cash and bank reconciliation to ensure accuracy and completeness of financial records. Maintained and updated employee records, files, and HR documentation. Supported payroll preparation and staff attendance monitoring. Assisted in preparing financial reports and accounting schedules. Ensured proper filing, organization, and confidentiality of accounting and personnel documents. Provided administrative support to both the Accounts and Human Resources departments.

Administrative Support Staff

Living Seed Secondary School (NYSC) | January 2025 – December 2025

Recorded, updated, and maintained accurate student and staff records, ensuring data accuracy and confidentiality. Assisted with class schedules, filing systems (digital and physical), and preparation of school office documentation. Provided day-to-day administrative support to facilitate smooth academic and office operations.

Data Entry Clerk

African Oral Genealogy | September 2023 – November 2024

Recorded, updated, and managed large volumes of data with a high level of accuracy and attention to detail. Reviewed and verified records to ensure data integrity, confidentiality, and compliance with office

Standards.

Organized and maintained digital and physical filing systems for efficient information retrieval. Assisted with administrative documentation, record preparation, and basic reporting tasks.

CERTIFICATIONS

Real-Estate Training – Equity Circle

Digital-Skills – Mega Skills Academy

Digital-Skills– Ikotun Isaac Academy

LEADERSHIP & AWARDS

Award of Honour– President, FRSC Safety Cubs

REFERENCES

Available on request