

# ALABI ABDULQUDUS ADEBAYO

ACCOUNTING GRADUATE | FINANCE INTERN | QUICKBOOKS ONLINE CERTIFIED

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## PROFESSIONAL SUMMARY

Recent B.Sc. Accounting graduate from Ekiti State University with practical experience supporting financial administration during a six-month SIWES placement in a university bursary department. Experienced in recording financial transactions, preparing payment vouchers, organizing and filing financial documents, and performing transaction data entry. QuickBooks Online Accountant certified and currently learning ERPNext and Microsoft Excel. Detail-oriented, organized, willing to learn, and seeking a Finance Intern opportunity to support accurate financial records, document management, invoicing, reconciliations, and day-to-day finance operations.

## EDUCATION

Ekiti State University B.Sc. Accounting

2022 – 2026

## RELEVANT EXPERIENCE

### SIWES Trainee — University Bursary Department

January 2025 – June 2025 | Ekiti State, Nigeria

- Recorded financial transactions and supported routine accounting and financial administration activities.
- Prepared payment vouchers and assisted with supporting documentation for financial transactions.
- Collected, organized, filed, and maintained financial and administrative documents for easy retrieval.
- Performed transaction data entry with attention to accuracy and completeness of financial information.
- Supported the bursary team with routine administrative and accounting tasks and followed instructions from supervisors.

## CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- |                                              |                                                     |
|----------------------------------------------|-----------------------------------------------------|
| ➤ QuickBooks Online Accountant Certification | Intuit / QuickBooks ProAdvisor Program              |
| ➤ ERPNext                                    | Currently Learning (started October 2026)           |
| ➤ Microsoft Excel                            | Currently Learning Advance                          |
| ➤ Tiling Certification                       | Lagos State Government in collaboration with the UN |

## TECHNICAL & ACCOUNTING SKILLS

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| ➤ QuickBooks Online               | ➤ Financial Transaction Recording |
| ➤ ERPNext Beginner                | ➤ Payment Voucher Preparation     |
| ➤ Microsoft Excel Basic           | ➤ Data Entry                      |
| ➤ Basic Accounting Principles     | ➤ Basic Financial Administration  |
| ➤ Financial Document Organization | ➤ Recordkeeping                   |

## CORE STRENGTHS

- |                          |                        |
|--------------------------|------------------------|
| ➤ Attention to Detail    | ➤ Accuracy             |
| ➤ Numerical Awareness    | ➤ Organization         |
| ➤ Recordkeeping          | ➤ Willingness to Learn |
| ➤ Following Instructions | ➤ Teamwork             |
| ➤ Communication          | ➤ Confidentiality      |

## RELEVANT CAREER INTERESTS

- |                       |                    |
|-----------------------|--------------------|
| ➤ Finance Operations  | ➤ Accounting       |
| ➤ Bookkeeping         | ➤ Accounts Payable |
| ➤ Accounts Receivable | ➤ Audit Support    |
| ➤ Financial Records   | ➤ Reconciliation   |