

OLUWADARA JOSHUA ALAGBE

Accountant

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PROFESSIONAL SUMMARY

Detail-oriented accountant with hands-on experience in financial record keeping, account reconciliation, project cost tracking, payroll support, procurement payments, and inventory auditing across construction and logistics environments. Skilled in preparing invoices, managing petty cash, and supporting financial reporting with strong accuracy and attention to detail. Proficient in Odoo, Zoho, and Microsoft Office, with a track record of taking on additional operational responsibility beyond core accounting duties.

CORE ACCOUNTING COMPETENCIES

- Financial Record Keeping & Reporting
- Account Reconciliation
- Project Cost Tracking & Budgeting Support
- Payroll Support & Processing
- Petty Cash Management
- Invoice Processing & Accounts Payable/Receivable
- Inventory & Material Auditing
- Procurement Payment Processing

PROFESSIONAL EXPERIENCE

Junior Accountant | Ucalux Construction Limited

Oct 2025 – Jul 2026

- Monitored and tracked project costs across construction activities.
- Recorded and maintained financial transactions and supporting documentation.
- Prepared and processed client invoices and payment schedules.
- Supported payroll preparation and employee payment processing.
- Conducted inventory and material audits to ensure accountability.
- Provided financial and operational support to management.

Account Officer | El-Rishon Logistics

Jul 2024 – Aug 2025

- Performed account reconciliations and maintained accurate financial records.
- Recorded expenses and transactions using Zoho.
- Managed petty cash operations and reconciliations.
- Verified customer payments and monitored outstanding balances.
- Processed procurement-related payments; prepared, reviewed, and maintained bills and invoices.

Research Assistant | Lagos Business School

Oct 2023 – Jan 2024

- Collected, analyzed, and maintained research data.
- Prepared presentations and edited research documents; supported project coordination and reporting.

Accounting Intern | El-Rishon Logistics

Aug 2022 – Nov 2022

- Processed bills, invoices, and expense records.
- Maintained accounting and logistics documentation; assisted with daily accounting operations.

Relief Customer Contact Officer | Access Bank

Apr 2022 – Jun 2022

- Assisted customers with banking inquiries and services; supported BVN registration and verification.
- Resolved mobile banking application issues and promoted customer satisfaction through prompt support.

EDUCATION

B.Sc. Accounting — University of Lagos, Nigeria | 2018 – 2023

WASSCE — Barachel Model College | 2010 – 2016

CERTIFICATIONS

- Financial Statement Workshop (2026)
- National Youth Service Corps (NYSC) Certificate (2024)
- Diversity, Equity & Inclusion in the Workplace – Alison (2025)
- Fundamentals of Digital Marketing – Google Digital Skills for Africa (2022)

TECHNICAL SKILLS

Odoo • Zoho • Microsoft Office Suite (Excel, Word, PowerPoint) • IT Support & Troubleshooting • Data Management