

Aramide Yetunde Dosu

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Enthusiastic professional eager to contribute to team success through hard work, attention to details, proactiveness and excellent organizational skills. Motivated to learn, grow and excel in work environment. Self-driven and having the ability to adapt to new situations, dynamic work ethics and challenges which best enhances the organizational brand.

Skills

- Proficient use of Accounting softwares
- Financial planning & Budget management
- Data analytical skills
- Project Management
- Planning, Coordination and Leadership
- Time Management
- Attention to detail in record keeping and financial reporting
- Good interpersonal Communication and team work
- Entrepreneurship decision-Making
- Payroll Management.
- Customer Service & negotiation

Work History

2020 – Date.

Bursar

Jesus House School, Gbagada, Lagos

- Maintenance of students account portfolio with respect to billing, reconciliation and record keeping.
- Management of accounts payable
- Preparation & review of monthly, termly & annual budgets
- Preparation of termly & annual income & expenditure statements
- Preparation of cash flow statements
- Maintenance of asset register
- Preparation of payroll
- Payment of statutory obligations. i.e. PAYE & pension
- Supervision of Accounts, store and support staff.
- Maintenance of accounts payable
- Supervision of imprest and requisitions
- Processing of annual tax filling.
- Ensure the maintenance of facilities.

2017 – 2020

Sales Administrator

Orange Drugs Limited, Ilupeju, Lagos

- Receiving, processing of purchase orders and issuance of sales invoices
- Ensure data accuracy in orders and invoices.
- Maintaining and uploading sales and customer records
- Contact client to obtain missing to get feedback on products and attending to customers queries and complaints.
- Liaise with logistics department to ensure timely deliveries.
- Preparation of monthly sales report and report deviations from budget.
- Monthly stock taking of company products
- Stay up-to-date with new products and features.
- Supporting the sales department with other administrative tasks, as request.

2013 – 2016

Account Officer

Alphamead Facilities & Management Services Limited, Ikoyi, Lagos

- Recording of financial transactions on a daily basis
- Handling of cash, imprests& retirements for various sites
- Handling of account payable
- Preparation of company budget & review.
- Preparing of monthly bank reconciliation statements
- Filing of documents
- Handling queries related to accounts
- Resolving accounts to the general ledger
- Managing of asset register
- Working in collaboration with Internal Auditor, External Auditor, and other Accountants when required.

2012 – 2012

Account Officer

Solitude Hotels & Spa, Victoria Island, Lagos

- Handling & recording of daily transactions
- Handling of cash imprests.
- Stock taking.
- Collation of receipts & lodgment of cash in the bank.
- Handling of account receivable & payable.
- Preparation of weekly & monthly financial reports.
- Monthly bank reconciliation.

2010 – 2011 **Teacher**
National Youth Service Corps, Adamawa

Education

In View **Msc. Business Administration**
Lagos State University, Ojo, Lagos, Nigeria

2025 **Certified Data Analyst**
New Horizons, Ikeja, Lagos.

2005– 2009 **BSc. Accounting**
Lagos State University, Ojo, Lagos, Nigeria

1994 – 2000 **Secondary School Leaving Certificate**
Lagos City College – Sabo, Yaba, Lagos,

References (Available upon request)