



ATULUKU YAKUBU MUSTAPHA

Accountant

Experience: 2 years | **Available:** Immediately | **Location:** Lagos

atulukuymoustafah@gmail.com | +2347058179416

ABOUT ME



Result-driven and detail-oriented Accounting graduate with HND, ND and NYSC experience in Jigawa State seeking an entry-level Accountant position. Eager to apply strong knowledge of bookkeeping, financial record keeping, and MS Excel to support accurate financial reporting and compliance. Committed to learning, integrity, and contributing to organizational growth.

WORK EXPERIENCE



Government Junior Girl's Science Secondary School

Internship & Graduate | National Youth Service Corps (NYSC)

Miga , Nigeria

2025-07-01 | 2026-07-01

- Managed financial records and documentation for 300+ students including fee payments and receipts -
- Assisted with daily bookkeeping, voucher preparation, and petty cash reconciliation - Supported data entry and proper filing of students' financial records for audit purposes - Prepared monthly expense reports and ensured compliance with school financial policies

EDUCATION



Federal Polytechnic Nasarawa

HND | Accounting

Abubakar Tatari Ali Polytechnic Bauchi

OND | Accounting

JOB SKILLS



Financial Reporting

Bookkeeping

Bank Reconciliation

Data Entry

VAT

PAYE

FIRS Compliance

Budget Preparation

Payroll Support

Accounts Payable

Accounts Receivable

MS Excel

MS Word

PowerPoint

Attention to Detail

Confidentiality

Audit Support

LANGUAGE SKILLS

English



CERTIFICATES & AWARDS

NYSC Discharge Certificate: Certificate | 2026

HND Accounting: Certificate | 2023

ND Accounting: Certificate | 2019

