

PROFESSIONAL PROFILE

Results-driven Accountant and Economist with practical experience in accounting operations, revenue recording, bank reconciliation, financial reporting and transaction analysis. Proficient in Microsoft Excel and Sage ERP for financial data processing, reconciliations and record management. Experienced in maintaining accurate financial records, analysing transactions, supporting management reporting and resolving accounting discrepancies. Strong analytical, problem-solving and commercial skills with a focus on accuracy and timely reporting.

CORE ACCOUNTING & FINANCE SKILLS

- Financial & Revenue Accounting
- Sage ERP / Accounting Systems
- Transaction Processing
- Financial Modelling
- Bank Reconciliation
- Financial Reporting
- Management Reporting
- Problem Solving
- Microsoft Excel & Data Analysis
- Receivables & Reconciliations
- Budgeting & Cost Analysis
- Data Management

PROFESSIONAL EXPERIENCE

Account Officer · Tonyrem Model Ventures

March 2021 – Present

- Managed day-to-day accounting records and financial transactions, ensuring completeness, accuracy and timely posting.
- Performed bank reconciliations by comparing bank statements with cashbooks and accounting records, identifying and resolving discrepancies.
- Used Sage ERP to record, process and maintain accounting transactions and financial information.
- Used Microsoft Excel for financial data analysis, reconciliations, schedules, reporting and transaction tracking.
- Prepared and maintained financial schedules, supporting documents and accounting records for management review.
- Monitored revenue and receivables and supported accurate recording and follow-up of outstanding transactions.
- Reviewed transaction documentation and investigated variances to improve the accuracy and reliability of financial records.
- Supported management with financial information and analysis for operational and business decision-making.

EDUCATION

B.Sc. Economics · Second Class Upper (2:1)

July 2019

Obafemi Awolowo University, Nigeria

NYSC-CBN Financial Inclusion Scheme · United Bank for Africa

Mar. 2020 – Feb. 2021

- Worked closely with relationship managers to support new account openings aligned with the financial inclusion programme.
- Conducted financial sensitisation on the importance of financial inclusion.
- Supported seamless account-opening processes and customer onboarding.
- Planned and prepared content for awareness and sporting events.
- Drafted event budgets and collated and reviewed bids submitted for sporting events.
- Organised the 4th Annual NESO Olympics Games.

PROFESSIONAL AFFILIATION & CERTIFICATIONS

- Associate Chartered Accountant (ACA) – In View
- Data Analyst
- Certificate in Hardware and Software Engineering