

OYELADUN BABATUNDE JOSHUA

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PROFESSIONAL SUMMARY

Detail-oriented Economics graduate with practical experience in financial operations, invoicing, sales, and business development. Demonstrated ability to support accounting processes, manage customer financial records, and improve operational efficiency. Passionate about financial analysis, data-driven decision-making, and process improvement. Currently preparing for ICAN Foundation Examination (November 2026 Diet) to strengthen professional accounting competence and advance a career in professional services.

CORE COMPETENCIES

- Financial Analysis & Reporting
- Data Analysis (Microsoft Excel, Pivot Tables, Reporting)
- Invoicing & Accounts Support
- Business Development
- Customer Relationship Management
- Process Improvement
- Team Collaboration
- Communication & Presentation Skills
- Microsoft Office Suite (Excel, Word, PowerPoint)

PROFESSIONAL EXPERIENCE

MOYIN-OLASIMBO VENTURES — LAGOS, NIGERIA

Invoicing Officer | January, 2022 – Present

- Manage daily invoicing operations and maintain accurate financial records for customers.
- Prepared and managed 100+ customer account statements monthly, improving billing accuracy
- Support accountants, invoicing supervisors, and bookkeeping teams with financial documentation and reconciliation.
- Monitor and document customer payments, ensuring proper record management and payment tracking.
- Conduct periodic audits of customer records to improve billing accuracy and reduce discrepancies.
- Reduced payment discrepancies by 80% through improved record-keeping

Key Achievement:

Improved documentation efficiency and strengthened payment tracking processes across customer accounts.

MOYIN-OLASIMBO VENTURES — LAGOS, NIGERIA

Sales Executive | June, 2020 – Jan 2022

- Built and maintained strong client relationships to drive repeat business and customer retention.
- Identified and pursued customer leads through direct outreach and prospecting.
- Resolved customer issues promptly to maximize satisfaction and business continuity.

- Collaborated with internal teams to coordinate sales activities and customer solutions.
- Prepared reports on customer needs, market trends, and competitive activities.

Leadership:

Appointed Sales Team Lead (2021) for coordinating team efforts and supporting sales performance initiatives.

ALRAHMAN ENGINEERING SERVICE LTD — LAGOS, NIGERIA

Business Development Officer | January, 2020 – June, 2020

- Analyzed historical and current financial data to recommend cost-saving and revenue improvement strategies.
- Supported executives in implementing marketing and growth initiatives.
- Tracked business expenses and maintained investor-related documentation.
- Developed and improved proposals for prospective and existing clients.

Leadership:

Team Lead, Social Media Marketing (2020)

DAMPRES HIGH SCHOOL

Economics & Financial Accounting Teacher | August, 2019 – December, 2019

- Delivered lessons in Economics and Financial Accounting to secondary school students.
- Designed lesson plans, assessments, and course materials.
- Maintained student records and evaluated academic performance.
- Prepared students for terminal and external examinations.

Achievement:

Contributed to improved student performance, with approximately 70% success rate in WAEC examinations.

EDUCATION

Ekiti State University, Ado-Ekiti

B.Sc. (Ed) Economics | 2012 – 2017

CGPA: 4.09/5.00

PROFESSIONAL CERTIFICATIONS & TRAINING

- Institute of Chartered Accountants of Nigeria (ICAN) — Foundation Level (In Progress)
 - Examination Diet: November 2026
- Data Analytics Essentials — Cisco Networking Academy (In View)
- Introduction to Financial Management — Great Learning Academy, 2023
- Proficiency Certificate in Copywriting — Harde Business School, 2024

LEADERSHIP EXPERIENCE

Sales Team Lead — Moyin-Olasimbo Ventures (2021)

Team Lead, Social Media Marketing — Alrahman Engineering Service Ltd (2020)

General Secretary — Nigerian Universities Economics Students Association (NUESA), Ekiti State University Chapter (2017)

ADDITIONAL INFORMATION

English Language: Fluent

Available to work in fast-paced, team-oriented environments

Strong interest in Audit, Advisory, and Financial Consulting

REFERENCES

Available on request