

OLADELE JOSHUA OLUWAPELUMI

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Objective

Dedicated and detail-oriented accounting graduate with strong analytical skills and a solid understanding of financial principles, aiming to contribute effectively to an organization through accurate financial record keeping, problem-solving, and administrative support.

Education

- Ambrose Alli University ekpoma Edo State** 2017-2022
BSC ACCOUNTING
Second class lower division

Experience

- Pacific consultancy service** May 2025 - Till date
Administrative assistant/Cyber cafe operator
-Processed JAMB and WAEC registrations with high accuracy and attention to detail
-Assisted students in accessing and updating university portals and academic records
-Maintained organized digital and physical filing systems for client documents
-Handled daily customer transactions and ensured proper record-keeping
-Provided technical and administrative support to clients
-Managed printing, scanning, and document formatting services efficiently
-Resolved customer issues and ensured smooth daily operations
- Freshmart super stores** 2022 - 2024
Account assistant
Maintained accurate records of daily sales, expenses, and cash flow
Assisted in preparing daily and weekly financial summaries
Monitored stock purchases and recorded supplier transactions
Handled cash transactions and performed end-of-day cash reconciliation
Organized and filed receipts, invoices, and financial documents
Supported basic bookkeeping tasks and ledger updates
Identified and corrected minor discrepancies in financial records
Assisted management with simple financial reports and tracking business performance
- Grooming center micro finance** September 2024 - February 2025
Voluntary accountant
CORE COMPETENCIES
Cash Handling & Reconciliation
Customer Relationship Management
Basic Credit & Financial Awareness
Record Keeping & Documentation
Attention to Accuracy

Skills

- Financial Record Keeping Basic Bookkeeping Microsoft Excel & Data Entry Attention to Detail Analytical Thinking Time Management Communication Skills