

ADEMOLA VICTOR A.

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PROFESSIONAL SUMMARY

An oriented and analytical Accounting graduate with hands-on experience in financial record maintenance, data entry, administrative operations and customer relations. Knowledge in checking and managing client portfolios. Skilled in spreadsheets and team coordination, with a strong commitment to supporting organizational growth and driving operational efficiency.

CORE COMPETENCIES & SKILLS

- **Financial Accounting & Data Entry:** Spreadsheet management, bookkeeping, and record organization.
- **Customer Relations & Communication:** Query resolution, relationship management, database inputting, and client guidance.
- **Soft Skills:** Strong analytical thinking, organizational efficiency, rapid learning agility, administrative skills, and collaborative

PROFESSIONAL EXPERIENCE

Receptionist | 1st Leisure Edge Hotel, Magboro, Ogun State *August 2026 - Present*

- **Front Desk Operations:** Guest check-in/out, room assignment, key management, and lobby organization.
- **Customer Service & Communication:** Professional phone etiquette, inquiry management, and guest complaint resolution.
- **Reservations & Billing:** PMS reservation management, POS payment processing, and daily billing reconciliation.
- **Team Coordination:** Direct communication with housekeeping, maintenance, and security personnel.

Teacher | The Sculptor Ville Schools, Magboro, Ogun State *Jan 2026 – July 2026*

- Instruct primary 5 pupils in diverse academic subjects, tailoring lesson plans to improve comprehension and engagement.
- Coordinate extracurricular activities and school events, promoting teamwork and personal growth among students.
- Maintain progress reports and communicate regular academic performance updates to parents and school administration.

Sales Representative | Veestar Victorious Ventures, Ketu, Lagos State *Jan 2023 – Dec 2024*

- Marketed company products and expanded customer reach, contributing to monthly sales targets.

- Identified, understood, and proactively met diverse customer needs, providing excellent service standards.
- Coordinated post-purchase delivery operations, ensuring goods reached clients in perfect condition and on schedule.

Industrial Training

Assistant Accounting Officer | Crowns and Lords Accounting Firm, Opebi, Ikeja, Lagos Sep 2022 – Dec 2022

- Analyzed and reviewed financial and accounting statements to identify and resolve discrepancies and errors.
- Accurately inputted complex financial transactions and ledger details into company spreadsheets and databases.
- Maintained up-to-date and organized accounting records to ensure readiness for audit cycles and compliance checks.

Customer Service Representative | Advans La Fayette Microfinance Bank, Nigeria Jan 2022 – Aug 2022

- Welcomed and guided clients to appropriate departments, enhancing overall customer satisfaction and streamlining branch traffic.
- Inputted primary customer data into the core banking system with 100% accuracy, maintaining record integrity.
- Organized and systematically archived customer files to ensure ease of access and secure records management.
- Provided comprehensive account information, answered customer inquiries, and resolved basic account challenges.

EDUCATION & CREDENTIALS

National Diploma (ND) in Accountancy | Federal School of Statistics 2019 – 2021
Birmingham Young University Idaho (Ongoing) (Online)

West African Senior School Certificate (WASSCE) | Faith Academy Secondary School 2014 – 2019

REFERENCES

Professional and academic references will be furnished upon request.