

FADARE OLUMUYIWA JONATHAN

House 2 PQ NCRI Quarters, Adj. Nurdock Gas Station by BCGA Bustop, Apata, Ibadan, Oyo State
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PROFESSIONAL SUMMARY

Results-driven Accountant and Data Analysis professional with 5+ years of combined experience in financial management, quality assurance, and data-driven decision support. Recently certified in Data Analysis (TechCrush 15-week Bootcamp Scholarship, accredited by the American Council of Training and Development, USA). Skilled at turning operational data into actionable insights, ensuring financial accuracy, and driving process efficiency. Strong Excel, accounting systems, and quality monitoring expertise.

CORE COMPETENCIES

Data Analysis & Excel

PivotTables, Charts, Formulas, Data Cleaning, Filtering, Reporting

Tools & Systems

Excel (Advanced), Accounting Software, Single View, MINSAT, CCUI, SADM

Accounting & Finance

Bookkeeping, Financial Statements, Reconciliation, Payroll, Budgeting

Soft Skills

Analytical Thinking, Detail-Oriented, Communication, Multitasking

Quality Assurance

Call Monitoring, Trend Analysis, Calibration, Performance Reporting

Languages

English (Fluent) • Yoruba (Fluent) • Hausa (Fluent)

CERTIFICATIONS

Data Analysis — TechCrush 15-Week Bootcamp Scholarship (Beginners)
Accredited by the American Council of Training and Development (USA) | Issued: 31 August 2026 | ID: TEC-BAAOFF88

Certified Network Technician — Elevate SES, 2011

PROFESSIONAL EXPERIENCE

Accountant Afemai WonderCity	Sep 2024 – Present
- Manage full-cycle accounting: accounts payable/receivable, general ledger, and bank reconciliations. - Prepare monthly financial statements and management reports; support budgeting and forecasting. - Ensure compliance with statutory regulations and internal financial policies.	
Accountant Beecommas Confectionaries	Jul 2023 – Aug 2024
- Handled day-to-day bookkeeping, payroll processing, and vendor payments with high accuracy. - Supported audit processes and maintained organized financial documentation. - Used Excel extensively for financial tracking, variance analysis, and reporting.	
Quality Assessor Ison Xperience (Airtel Nigeria)	May 2019 – Jun 2023
- Designed call monitoring formats and quality standards for customer service operations. - Performed call monitoring and delivered trend analysis to management using QA systems. - Compiled performance data at team/individual levels and facilitated calibration sessions. - Prepared quality reports that drove measurable service improvements.	
Customer Care Representative Ison BPO (Airtel Nigeria)	Feb 2016 – May 2018
- Managed high-volume inbound calls, inquiries, and complaints; resolved issues to build loyalty. - Documented feedback and contributed to continuous improvement of service delivery processes.	

ADDITIONAL EXPERIENCE

Admin / IT Officer New Moon Nigeria Ltd	Jan 2015
Administrative operations & IT support (software upgrades, network security).	
Medical Store Officer / Asst. Accountant Sauki Hospitals	Sep 2012
Medical inventory management and accounting record-keeping.	
Field Agent / NIS Manager Gbedu Technologies (NCC Project)	May 2011
Field surveys and network systems management support.	
Associate Marketer Mobius Telecoms, Kaduna	Aug 2010
Client acquisition strategies; consistently met daily marketing targets.	
Café Administrator Emmy.com Cyber Café	Jul 2008
Daily operations, staff supervision, and hardware/software maintenance.	

EDUCATION

Higher National Diploma in Accountancy	2009 – 2010
Federal Polytechnic Kaura Namoda, Zamfara State	
National Diploma in Accountancy	2006 – 2007
Federal Polytechnic Kaura Namoda, Zamfara State	
Diploma in Computer Operations	2002
Praise Foundation Computer Institute	

PROFESSIONAL DEVELOPMENT

- Continuous improvement in Excel for advanced accounting, reporting, and data analysis.
- Training in customer experience management and quality assurance methodologies.
- Completed intensive 15-week Data Analysis Bootcamp focused on foundational analytical skills.

INTERESTS

Scrabble • Driving • Sports