

ABOLADE HANEFAH TEMITOPE

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A Detail-oriented Accounting graduate with BSc from Crescent University and current NYSC experience in Local Government Accounts Department. Skilled in financial record management, data entry, and MS Excel. Reliable, accurate, and quick to learn. Seeking to contribute efficiency and precision to accounting operations.

PROFESSIONAL EXPERIENCE

National Youth Service Corps Alimosho local government 2026- present

- Assist with accounting records, file management, and documentation for daily operations
- Support administrative tasks in the Accounts Department to ensure accuracy and organization
- Maintain financial files and records in compliance with office procedures

IT Trainee (SIWES), Accounts Department Alimosho Local Government, 2024

- Entered financial data accurately into system and maintained accounting records
- Assisted with reconciliations and document filing to support monthly reporting
- Collaborated with accounting team to ensure timely processing of financial documents

IT Apprentice MBS Cyber Café, Abeokuta 2021

- Provided computer services including typing, printing, and data entry for clients
- Delivered customer service and basic cash handling with attention to detail
- Maintained equipment and ensured smooth daily operations

EDUCATION

Crescent University, Abeokuta, Bachelor of Science in Accounting. 2021-2025
IMA International College, Abeokuta West African Senior School Certificate. 2021

SKILLS & TOOLS

- Accounting & Bookkeeping
- Financial Record Management
- MS Word, Excel, PowerPoint
- Data Entry & Documentation
- Reconciliation & Filing
- Canva
- Communication & Teamwork

CERTIFICATIONS

Institute of Chartered Accountants of Nigeria - ICAN
ACA (In view) 2026 - Present

HP LIFE 2026
AI for beginners
AI for business professionals
Critical thinking in the Ai Era
Data Science and Analytics

Introduction to cyber security Awareness

Introduction to Digital Business skills

Customer Experience for Business Success

Agile Project management

VOLUNTEERING / ACTIVITIES

- Member, Al-Hayat Relief Foundation, Lantoro Branch