

AUDU ONYECHE GIFT

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CAREER OBJECTIVE:

To contribute effectively in a professional environment by supporting organizational goals with dedication, adaptability and a strong work ethic. I aim to apply my knowledge of financial record keeping, bank reconciliation, invoice processing and accounting principles to support efficient business operations and organizational success. Committed to accuracy, integrity, continuous learning, building strong professional relationships, and delivering quality results whether working independently or collaboratively.

PERSONAL QUALITIES:

- ✓ Detail-oriented and highly organized
- ✓ Attention to detail
- ✓ Teamwork and collaboration
- ✓ Time management
- ✓ Quick learner with a growth mindset
- ✓ Reliable and hardworking

HIGHLIGHTS OF SKILLS AND ACCOMPLISHMENTS:

- ✓ Proficient in accounting software - Tally prime
- ✓ Experience managing financial records, invoicing and bank reconciliation as an account intern
- ✓ Consistently meet deadlines and maintain high-quality standards in work
- ✓ Adaptable and quick to learn new systems, tools or tasks
- ✓ Successfully completed multiple tailoring projects for clients with positive feedback
- ✓ Track and record all project invoices and receivables
- ✓ Good communication and interpersonal skills with positive attitude

EDUCATIONAL QUALIFICATION

DATES

UNIVERSITY OF ILORIN, ILORIN

2016-2021

CMS GIRL'S GRAMMAR SCHOOL

2006-2009

BISHOP HOWELL'S MEMORIAL PRIMARY SCHOOL

1997-2003

WORKING EXPERIENCE

SPECIFIC TOOLS & TECHNIQUES LTD: 2024 TILL DATE

POSITION: ACCOUNT TRAINEE

- Maintain accurate and up-to-date accounting records
- Support the senior accountant in tax filing and compliance tasks
- Process invoices, payments and expense report
- Reconcile discrepancies between bank statement and Cashbook
- Post all Payment and Receipt on Tally Prime
- Track and record all receivables and expenses on banking platform
- Prepare Transfer Instruction Letters and cheques

ADEDOYIN MODEL COLLEGE (NYSC): 2021 – 2022

POSITION: CLASS TEACHER

- Prepared lesson plans, marked assignments and monitored student progress
- Taught Economics and Civic Education to Senior/Junior secondary students
- Organized classroom activities and managed student behavior effectively
- Participated in school meetings and community development service (CDS)
- Demonstrated good communication, time management and leadership skills

MAGNET MICROFINANCE BANK: 2014 – 2015

POSITION: ACCOUNT INTERN

- Helped in organizing and filing financial documents to ensure easy retrieval
- Monitored financial transactions and ensured compliance with company policies
- Supported account officers with documentation and data entry
- Maintained financial records under supervision and handled basic correspondence

KOLA KALEJAIYE & CO.: 2013 (3MONTHS)

POSITION: AUDIT INTERN

- Supported audit team in examining client records and verifying financial data
- Observed professional ethics, confidentiality and compliance with firm standards
- Ensured that all documentations are error free

LANGUAGES

- ✓ English– Fluent (Speaking and Reading)
- ✓ Yoruba and Ebira – Conversational

COMPUTER SKILL

- ✓ Proficient in MS Office Suite and Microsoft Edge
- ✓ Basic knowledge of accounting software (Tally Prime)
- ✓ Proficient in Email handling (Gmail, Outlook)

HOBBIES

- ✓ Teaching and mentoring others
- ✓ Reading books for personal development
- ✓ Listening to music and writing
- ✓ Fashion design and creative sewing

REFERENCES

Available on request.