

SUMMARY

I am a highly-motivated, conscientious, and competent collaborator who possess in-depth knowledge and expertise within the field of accounting. With a proven track record of achievement, I can bring positivity, support and creative mindset to any team. I pride myself on taking ownership of challenging problems, maintaining high standards, and assisting my employer in achieving their commercial objectives. With a desire and passion for continuous professional development, I can add value to your organization by always ensuring your customers and clients receive the best service possible.

EXPERIENCE

MONTAIGNE PLACE LIMITED | Accountant Victoria island, Lagos state | 2024 - Till date

- Handling of the company Revenue assurance
- Handling inventory accounting, reporting and reconciliations
- Coordinating stock taking with the internal and external auditor
- Monitoring and preparing report on global stock
- Month-end closing activities and ensuring financial accounting related to revenue and costing is completed in a timely and accurate manner.
- Analyzing reports and tools that identify cost exceptions and working with cross-function teams to predict and improve cost of production.
- Preparation of transfer slips/vouchers for the distribution of inventories from warehouse to outlets and raising of collection notes when items are to be retrieved from outlets back into the warehouse.
- Determining of sales variance by calculating standard costing so as to determine the either the favorable or adverse price
- Updating of prices of product, Creating and uploading new product on retail-pro and QuickBooks
- Preparing and presenting of sales through report of all brands on all outlet all across Nigeria
- Calculating and preparing schedule of the selling price of new product upon new consignment

BABA GBAGDE IMO TV (Accountant / Marketing Manager) Abeokuta, 2021 – 2024

- Oversea petty cash management
- Prepare all accounting and financial reports
- Ensure the accuracy and compliance of due payment
- Prepare the monthly and annual financial statement
- Coordinate advertisement placement from clients
- Put across phone calls or mails to clients regarding advertisements
- Receive calls about the company products and gives out prices;

Fummy Stores Nigeria Limited (Inventory Officer/Store Keeper) (FMCG) Mushin Lagos January 2021 - October 2021

- Reconsenting with invoice officers
- Liaising with the logistic department for quick delivery of goods
- Counting of both incoming and outgoing goods
- Supervising the supply of retailer goods
- Taking both opening stocks and closing stocks

Custodian Life Assurance (Client Advisor) Lagos and Ibadan

2020 – 2021

- Maintain new and existing customers.
- Advising the client on which policy is better for them
- And building my portfolio

Government Day Secondary School, Garu Gundiya, Jigawa (NYSC) 2018 -2019

Unity Bank Plc (Industrial Training) Lagos State 2014 – 2015

- Cashing out from vault to transaction officer
- Efficiently received bulk of cash deposits from customers
- Sorting for ATMs and confirming cash from bankers' warehouse
- Assisting customer service and marketing department.

Masarah Nigeria Limited (store keeper) Kano State 2010 - 2011

- Maintain receipts and records
- Perform other stock-related duties, including returning, packing, pricing, and labeling of supplies.
- Preparing of pay role and taking of attendance

SKILLS

- **Software tools:** MS Excel, MS Word, PowerPoint, QuickBooks, Technical skills: Expert
- Tally, Retail pro, Third party application (Qlick view).
- Accounting principles: Attention to detail, analytical and problem solving, accounting proficiency:
Expert financial reporting.

EDUCATION

Nuhu Bamali Polytechnic Zaria |2015 – 2017|

*Higher National Diploma.
Banking and Finance*

Kwara state Polytechnic Ilorin |2012 – 2014|

*National Diploma
Banking and Finance*

Saka Tinubu Memorial High School Lagos state |2009 – 2014|

Secondary School Certificate Examination (SSCE)

Babura Special Primary School Jigawa state |1997 – 2003|

First School Leaving Certificate

INTEREST & HOBBIES

- Travelling Volunteering Research
- Sports