

KAREEM TOHEEB OLAITAN

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PROFESSIONAL SUMMARY

Ambitious and detail-oriented Accounting graduate with a B.Sc. in Accounting (Second Class Upper Division) from the university of Ilorin and National Diploma in Accountancy (Upper Credit) from kwara state polytechnic, with practical experience supporting financial reporting, account reconciliation, inventory management, cost accounting, record keeping, financial document verification and financial analysis. Proficient in Microsoft Excel and familiar with Sage 50 accounting software, with strong numerical, analytical, organizational, problem-solving and communication skills. Eager to apply theoretical knowledge in a professional setting, leveraging skills to drive business growth and success. Dedicated to continuous learning, development and upholding the highest standards of integrity and ethics in the accounting profession. Recently completed the National Youth Service Corps (NYSC) and currently pursuing ICAN and seeking an opportunity where I can apply my accounting knowledge, strengthen my practical expertise and transferable professional experience within a structured accounting or finance environment where I can add value while building a long-term career in accounting and finance.

CORE ACCOUNTING SKILLS

Financial Reporting & Statement Preparation	Book keeping and Bank Reconciliation	Financial Data Analysis & Reporting	Invoice & Financial Document Verification
Strong communication and teamwork	Accounting Records & Documentation	Microsoft Excel & Microsoft Office Suite	Sage 50 Accounting Software
Error & Discrepancy Identification	Audit & Accounting Support	Attention to Detail & Accuracy	Time Management & Deadline Compliance

PROFESSIONAL EXPERIENCE

ACCOUNTING INTERN (Industrial Training) – OIL AND GAS | *Total Filling Station, Lagos* | 2019

- Handled daily customer transactions and received cash and electronic payments with accuracy and accountability
- Recorded fuel sales and maintained accurate transaction records during assigned shifts.
- Monitored fuel dispensing activities and ensured dispensed corresponded with recorded sales.
- Assisted with daily sales reporting and reconciliation of transaction records.
- Maintained accurate record of sales and supported proper documentation of daily operations.
- Provided professional customer service while handling high volumes of transactions
- Reported discrepancies or irregularities in sales, payments or fuel quantities to the appropriate supervisor
- Worked effectively as part of a team while adhering to operational procedures and safety requirements.

ACCOUNTING INTERN (SIWES Undergraduate Internship) | *Bovers & Co. (Chartered Accountants), Ilorin, Kwara State* | JAN 2021 – MAR 2021

- Assisted with reviewing tax returns, invoices and financial statements for accuracy and compliance.
- Identified and reported discrepancies, errors and irregularities in financial statement figures for further review.
- Assisted with the preparation of monthly financial reports and supporting accounting documentation.
- Performed bank reconciliations and identified discrepancies between bank and accounting records.
- Assisted with maintaining accurate financial documentation and supporting accounting procedures.
- Worked in accordance with established financial policies, procedures and professional standards.

ASSISTANT ACCOUNTING OFFICER | *Ajeromi-Ifelodun LGA Secretariat, Lagos* | MAR 2022 – JUN 2022

- Supported senior accounting staff with assigned administrative and organizational activities within the finance-related work environment.
- Assisted with task execution and workflow coordination to support efficient completion of assigned responsibilities.
- Assisted the senior accountant during internal orientation activities and gained exposure to organizational policies and procedures.
- Developed strong organizational, communication, teamwork and time-management skills while working in a structured public-sector environment.
- Identified and reported discrepancies, errors and irregularities in financial statement figures for further review.
- Performed bank reconciliations and identified discrepancies between bank and accounting records.
- Assisted with maintaining accurate financial documentation and supporting accounting procedures.
- Worked in accordance with established financial policies, procedures and professional standards.

AFFILIATE PARTNER | *Bybit Fintech Limited* — Remote | NOV 2022 – NOV 2023

- Generated and monitored customer acquisition activities through affiliate marketing and referral strategies.
- Generated 258+ verified sign-ups and converted 152+ users into active traders through targeted engagement.
- Generated over \$21 million in trading volume through referred users.
- Monitored user and referral performance data to evaluate campaign effectiveness.
- Educated users on cryptocurrency and financial-market concepts.
- Developed strong numerical, analytical, customer service and relationship-management skills through financial-market activities.

NATIONAL YOUTH SERVICE CORPS (NYSC) - ASSISTANT LECTURER | *Ogun Waterside College of Education, Ogun State* | SEPT. 2025 – AUG. 2026

- Taught Mathematics and English to students with different learning abilities, applying strong numerical, analytical and problem solving skills.
- Demonstrated accountability, time management, adaptability and professionalism throughout the NYSC service period.
- Delivered structured instruction and assessments to college-level students in accordance with institutional requirements.
- Maintained accurate student records, assessment results, attendance records and other academic documentation.
- Developed strong analytical, communication, presentation, leadership and organizational skills.
- Analyzed students' academic performance to identify learning gaps and track progress over time.
- Prepared and reviewed numerical assessments, requiring accuracy and result compilation.
- Managed multiple responsibilities and deadlines while collaborating with colleagues on departmental activities.

EDUCATION**B.Sc. ACCOUNTING — SECOND CLASS UPPER DIVISION | *University of Ilorin, Kwara State* | 2019 – 2024**

Relevant Coursework: Financial Accounting, Cost Accounting, Taxation, Auditing, Corporate Finance

NATIONAL DIPLOMA (ND) IN ACCOUNTANCY — UPPER CREDIT | *Kwara State Polytechnic, Ilorin* | 2016 – 2018

Relevant Coursework: Financial Reporting, Corporate Finance

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

- Institute of Chartered Accountants of Nigeria (ICAN) — In Progress, 2026
- NYSC Certificate – 2026
- Community Development Service (CDS) - 2026
- Microsoft Office / Microsoft Excel — Udemy, 2020

TECHNICAL & PROFESSIONAL SKILLS

Accounting: Financial Reporting, Bank Reconciliation, Financial Document Verification, Tax Documentation, Financial Data Analysis and Data Entry.

Software: Microsoft Excel including formulas, pivot tables, lookups and data analysis, Microsoft Word, Microsoft Office Suite, Sage 50 Accounting Software, and Spreadsheet Management.

Professional: Analytical Thinking, Attention to Detail, Communication, Teamwork, Organization, Time Management, Deadline Compliance, Problem-solving ability, Strong communication skills, Accuracy in handling financial information.

REFERENCES

Available upon request.