

MUSA KAFAYAT OLUWASEYI

oluwaseyikafaya@gmail.com | +234 812 2513 592 | <https://www.linkedin.com/in/musakafaya/> |

PROFESSIONAL SUMMARY

Detail-oriented accounting graduate with hands-on experience in financial reporting, bank reconciliations, ledger management, and the use of accounting software including QuickBooks, Sage 50, and Microsoft Excel. I am very good at using accounting operations to drive accuracy, compliance, and organizational efficiency. Ready to contribute strong analytical and technical skills to support finance teams in achieving business goals.

CORE COMPETENCIES

Bank Reconciliation & Error Correction | Ledger Posting & General Maintenance | Use of Accounting Software: QuickBooks, Sage 50, MS Excel | Data Organization & Management | Time Management and Multitasking | Adaptability and Problem Solving | Excellent Communication and Interpersonal Skills

EDUCATION

Higher National Diploma (HND) in Accountancy
Lagos State Polytechnic (LASPOTECH), 2018 - 2021

National Diploma (OND) in Accountancy
Lagos State Polytechnic (LASPOTECH), 2015 - 2018

Senior Secondary Certificate Examination (SSCE)
Divine Help College, 2013

PROFESSIONAL EXPERIENCE

LAFABIDS RESOURCES NIGERIA LIMITED
Account Clerk 2026

- Accurately posted and maintained daily financial transactions in ledgers, achieving 98% error-free records
- Prepare Petty cash book

- Collect cash from customers and take it to the bank
- Perform data entry task including entering financial information into accounting software and maintaining databases
- Conducted monthly bank reconciliations, identifying and resolving discrepancies within 48 hours to maintain financial integrity.
- Record all financial all records including invoices , receipts payments and other financial data
- Keep financial record organized ensurinsig they are accurate , up to date and readily accessible

BUOYANT TECHNOLOGY LIMITED

Accountant 2025

- Monthly physical stock taking
- Reconciliation of Cash and Pos payments with sales records
- Prepare daily sales and Cash reports
- Preparation of monthly sales and Reports
- Prepare Periodic financial reports
- Process supplier and invoices and ensure timely payment
- Prepare electronics books , stationary book, sprectranet
- Prepare Purchases day book
- Prepare expenses book

TECHNICAL SKILLS

- QuickBooks
- Sage 50 Accounting
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Google Workspace (Docs, Sheets)

LANGUAGES

- English (Fluent)
- Yoruba (Fluent)

INTERESTS Financial Analysis | Baking and Culinary Arts | Reading | Music and Film

REFERENCES

Available upon request.