

NURUDEEN OLUWASEUN

Shomolu, Lagos, Nigeria | 0815 585 2603 | N.oluwaseun@yahoo.com

PROFESSIONAL SUMMARY

Detail-oriented Business Management graduate with practical experience as a Cashier Supervisor, supporting daily financial transactions, customer payments, and operational processes. Strong in record keeping, customer service, and financial accuracy, with growing exposure to basic accounting and reporting. Seeking an Accounts & Operations Officer role in a freight and forwarding company to contribute to efficient financial and operational support while developing logistics industry expertise.

CORE SKILLS

Customer Financial Transactions, Cash Handling & Reconciliation, Basic Accounting & Record Keeping, Payment Processing & Reporting, Operations Support, Customer Service & Communication, Data Entry & Documentation, Microsoft Excel (Basic), MS Word, Attention to Detail

PROFESSIONAL EXPERIENCE

Cashier Supervisor – Leisure Investment Capital (Lagos, Nigeria)

May 2023 – Present

- Supervise daily cashier and financial transaction activities to ensure accuracy and compliance
- Process customer payments and receipts while maintaining proper financial records
- Prepare daily cash summaries and reconciliation reports for management review
- Monitor inflows and outflows to prevent discrepancies and support internal control
- Support basic accounting functions including documentation, record keeping, and reporting
- Coordinate with team members to ensure smooth daily operations
- Deliver professional customer service and resolve payment-related issues promptly

EDUCATION

Bachelor of Science (B.Sc.) in Business Management

Zenith University College, Accra, Ghana

2018

ADDITIONAL INFORMATION

Strong willingness to learn freight forwarding and logistics operations. Quick learner with positive work attitude. Good teamwork and communication skills. Available for immediate employment.