

OLASUNKANMI JAMES ADEKUNLE

Account Officer | Finance Operations Professional

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PROFESSIONAL SUMMARY

Accounting and finance support professionals with experience spanning customer operations, account administration, financial record management, data entry, documentation control, and customer account handling. Skilled in bookkeeping support, data accuracy, account verification, confidential records management, and finance operations using QuickBooks, Zoho, Microsoft Excel, and Google Sheets.

CORE SKILLS AND VALUE AREAS

Accounts payable support • Accounts receivable support • Financial record management • Reconciliation support • Invoice processing • Payment documentation • Ledger support • Data accuracy • Expense tracking • Budget support • Audit support • Bookkeeping • Cash handling awareness • Treasury support

TOOLS AND TECHNOLOGIES

QuickBooks • Zoho book • Microsoft Excel • Microsoft Word • Microsoft PowerPoint • Google Sheets

EDUCATION

Kwara State University, Malate Kwara State

- Bachelor of Science in Accounting ----- (2023- 2025)

Kwara State Polytechnic, Ilorin Kwara state.

- Higher National Diploma in Banking and Finance ----- (2019- 2021)
- National Diploma in Banking and Finance -----(2014-2016)

Ikotun Senior High School, Lagos State.

- Senior Secondary School Certificate -----(2008-2011)

OTHER CERTIFICATION

- National Youth Service Corps (NYSC) Certificate -----2022-2023

PROFESSIONAL EXPERIENCE

CUSTOMER SERVICE OFFICER | Unity Bank

Lagos | January 2024 – April 2026

- Support customer account enquiries, transaction issue resolution, and banking service operations.
- Maintain accurate customer records and support regulated operational workflows.
- Process customers transactions and resolve issues related to debit cards, online banking, and ATM cards.
- Verify customers' documents and information, resolve related banking issues.

ACCOUNT OFFICER (NYSC) | Lagos State Development and Property Corporation

Lagos | January 2022 - December 2023

- Supported account administration, financial documentation, and accounting workflow support.
- Assisted with records management and finance operational processes.
- Reconcile the bank statement and Monitor cash Flow.
- Assist in preparing financial reports to improve decision making
- Assist to identify and resolve unrepresented cheque.

SECRETARY / DATA ENTRY OFFICER | All states Advert and Printing

Lagos | May 2013 - October 2014

- Maintained databases, customer account data entry, record keeping, document verification, and confidential information handling.
- Compiled and validated numerical and text data for accurate entry and reporting support.

LANGUAGE

English (Proficient)

Yoruba (Native)

REFERENCE

Available on Request