

OKUNOWO DAVID AKOREDE

Abuja, Nigeria | +234 815 636 7170 | ayoolaokunowo@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Accounting and Administrative Professional with experience in accounting support, payroll administration, financial and administrative record management, office operations, customer service, and project support. Skilled in maintaining accurate records, processing invoices and payroll documentation, preparing reports, performing data entry and reconciliation, and supporting day-to-day administrative activities.

Experienced in using Oracle E-Business Suite (Oracle EBS), Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, and Google Workspace. Strong analytical, organizational, communication, and problem-solving abilities, with additional experience in frontend web development that demonstrates technical adaptability and attention to detail.

CORE COMPETENCIES

- Office Administration
- Administrative Support
- Executive Support
- Payroll Administration
- Financial Record Management
- Accounts Payable & Receivable Support
- Invoice Processing
- Human Resource Support
- Customer Service
- Records Management
- Report Preparation
- Data Entry
- Documentation
- Calendar & Meeting Coordination
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Oracle E-Business Suite (Oracle EBS)
- Team Collaboration
- Problem Solving
- Time Management
- Attention to Detail

PROFESSIONAL EXPERIENCE

Frontend Developer Intern

ALX Africa 2024 – 2025

- Developed responsive web applications using HTML, CSS, JavaScript, React, and Next.js.
- Collaborated with cross-functional teams to build modern, user-friendly applications.
- Improved website performance through debugging and optimization.
- Worked with Git and GitHub for version control.
- Participated in Agile software development processes.

Administrative Assistant (NYSC)

Irede Agro Allied 2022 – 2023

- Maintained accurate sales, inventory, and financial records.
- Prepared invoices, receipts, and accounting documentation.
- Supported payroll administration and financial reporting.
- Assisted with staff records and administrative documentation.
- Organized financial records for audits and compliance.
- Performed data entry and record reconciliation.
- Assisted management with operational and administrative tasks.

Customer Care Representative (Remote)

Jamani Nigeria Enterprise 2021 – 2022

- Responded to customer enquiries and provided timely assistance through remote communication channels.
- Maintained professional communication with customers and addressed service-related concerns.
- Assisted customers with information and solutions while maintaining a positive customer experience.
- Supported effective communication between customers and the organization.

Payroll & Project Support Intern (Industrial Training)

International Institute of Tropical Agriculture (IITA), Ibadan 2021

- Supported payroll processing using Oracle E-Business Suite (Oracle EBS).
- Maintained payroll records and employee information.
- Assisted with payroll reconciliation and statutory deductions.
- Prepared payroll and administrative reports.
- Supported the Projects Department with documentation and project records.
- Collaborated with Payroll, Finance, HR, and Administration teams.

EDUCATION

Bachelor of Science (B.Sc.) in Accounting
Bowen University, Iwo, Osun State 2018 – 2022

CERTIFICATIONS

Internet and Computing Core Certification (IC3) – 2023

TECHNICAL SKILLS

- Oracle: Oracle E-Business Suite (Oracle EBS)
- Microsoft Office: Excel, Word, PowerPoint, Outlook
- Google Workspace
- Frontend Development: HTML, CSS, JavaScript, React, Next.js
- Version Control: Git, GitHub

INTERESTS

- Accounting & Finance
- Administrative Management
- Human Resources
- Technology
- Continuous Learning
- Process Improvement
- Reading
- Sports