

OLAONIBEKUN BLESSING OLUWAKEMI

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PROFESSIONAL SUMMARY

I am writing to apply for the position of Accountant at Widdi Pharmacy. I am an HND Accounting graduate with one year of experience as a Cashier, where I gained practical experience in cash handling, financial transactions, record keeping, reconciliation, and documentation.

KEY SKILLS

- Communication and interpersonal skills
- Customer service
- Cash handling and financial transactions
- Time management
- Documentation and record keeping
- Teamwork and collaboration
- Basic accounting knowledge
- Data entry
- Ability to work independently

DIGITAL SKILLS

- Microsoft Excel
- Microsoft Word
- Basic data entry
- Internet and email communication
- Digital documentation

WORK EXPERIENCE

Cashier

Covenant Trade & Investment Limited

Duration: 1 Year

- Handled customer payments and cash transactions accurately.
- Assisted customers with enquiries and provided professional customer service.
- Maintained accurate records of daily transactions.
- Assisted with cash counting and reconciliation.
- Ensured proper documentation of financial transactions.
- Communicated effectively with customers and colleagues.
- Supported daily administrative and operational activities.

EDUCATION

Higher National Diploma (HND) in Accounting

2024 – 2026 | Gateway Polytechnic, Saapade, Ogun State

O'Level Certificate

2017 – 2019 | Saje High School

First School Leaving Certificate

2009 – 2014 | GEM Nursery and Primary School

PROFESSIONAL STRENGTHS

- Well-spoken and confident communicator

- Responsible and reliable
- Quick learner
- Adaptable
- Good time management
- Creative thinker
- Able to work with minimal supervision
- Willingness to learn and develop professionally

CAREER INTERESTS

- Remote Administrative Support
- Customer Service
- Data Entry
- Accounting and Finance
- Virtual Assistance
- Office Administration

REFERENCES

Available upon request.