

BOLOMOPE, SUKURAT TEMITOPE

Ibadan, Oyo State, Nigeria.

sukuratbolomope2019@gmail.com

+234810 899 4610

PROFESSIONAL SUMMARY

A motivated and detail-oriented Accounting graduate with a B.Sc. in Accounting and a strong foundation in bookkeeping, financial reporting, data entry, and record keeping. Possesses good analytical, communication, and problem-solving skills, with proficiency in MicrosoftOffice applications. Eager to contribute effectively to an organization while developing professionally and gaining practical experience in accounting and finance.

EXPERIENCE

POS Operations Officer

Authentic Unique Multi -Dynamic Trading Store — Ibadan
July 2024 – August 2025

Key Responsibilities:

- Processed customer transactions through POS terminals accurately and efficiently.
- Received cash and electronic payments while maintaining accurate records.
- Assisted customers with deposits, withdrawals, transfers, and other POS transactions.
- Maintained daily transaction records and reconciled cash balances.
- Handled customer enquiries and resolved basic transaction issues.
- Ensured proper cash handling and maintained a secure transaction environment.

TIMMY A4 HOTEL

Accountant | Oct 2025–Sept 2026

Key Responsibilities:

- Recorded and maintained accurate daily financial transactions.
- Prepared, processed, and maintained invoices, receipts, and payment records.
- Assisted in the preparation of financial reports and periodic financial statements.
- Maintained organized and up-to-date accounting records and documentation.
- Supported accounts payable and receivable activities.
- Performed general accounting and administrative duties as assigned.
- Assisted with financial data entry, reconciliation, and record verification.

ACADEMIC QUALIFICATION

- Bachelor of Science (B.Sc.), Accounting - Ekiti State University, Ado-Ekiti
Second Class Honours (Lower Division)
- Help-Line College - West Africa Senior School Certificate Examination (WASSCE)

CERTIFICATION

- NYSC Certificate

CORE COMPETENCIES

- Bookkeeping and Basic Accounting ● Financial Reporting and Analysis ● Data Entry and Record Keeping ● Microsoft Excel, Word and PowerPoint ● Customer Service ● Effective Communication ● Attention to Detail ● Problem-Solving ● Teamwork and Collaboration ● Time Management

LANGUAGES

- Yoruba: Native
- English: Fluent

REFERENCES

Available upon request.