

USMAN ESTHER ENDURANCE

ADDRESS: Mopol 20 Barrack, Line G, Room 7, Ikeja, Lagos State.

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PROFESSIONAL PROFILE

Highly analytical, result-driven accounting specialist skilled at working quickly and accurately under tight deadlines. Extensive knowledge of Excel and QuickBooks. Analyzed budgets, financial reports, and projections for accurate reporting of financial standing.

CORE SKILLS

- ✓ Excellent oral and writing skills
- ✓ Effective communication and interpersonal skills
- ✓ Ability to coordinate and collaborate with professionals across departments within the business.
- ✓ Flexibility and Adaptability.
- ✓ Critical thinking.
- ✓ Time management skill.

EDUCATION

ABRAHAMADESANYAPOLYTECHNIC.

2022-2024

Higher National Diploma in view

ABRAHAMADESANYAPOLYTECHNIC.

2019-2021

National Diploma in Accounting

AIR FORCE SECONDARY SCHOOL

2012-2018

Senior Secondary School Certificate Examination (SSCE)

POLICECHILDRENSCHOOL

2004-2011

First School Leaving Certificate

WORKING EXPERIENCE

2022- 2023 NEBO MICROFINANCE BANK

Accounting Administrator

- ✓ Maintain accurate financial records and accounting
- ✓ Prepare and process invoices, receipts, payment vouchers, and petty cash transactions.
- ✓ Reconcile bank statements and company accounts regularly.
- ✓ Monitor expenses and ensure proper documentation of financial transactions.
- ✓ Assist in payroll preparation and staff payment records.
- ✓ Prepare financial reports and summaries for management review.
- ✓ File and maintain accounting documents for easy retrieval and audit purposes.
- ✓ Support inventory and asset record management.
- ✓ Ensure compliance with company financial policies and procedures.
- ✓ Assist during internal and external audits.
- ✓ Perform other accounting and administrative duties assigned by management.

2022- 2023 POLICE MICROFINANCE BANK – LAGOS STATE

Assistant Auditor

- ✓ Assist in conducting internal audits of financial and operational activities.
- ✓ Review accounting records, invoices, receipts, and financial documents for accuracy.
- ✓ Verify compliance with company policies and financial procedures.
- ✓ Assist in monitoring inventory, assets, and stock reconciliation.
- ✓ Identify discrepancies, irregularities, or financial risks and report findings.
- ✓ Support preparation of audit reports and recommendations.
- ✓ Conduct routine checks on cash handling and expense records.
- ✓ Assist in evaluating internal control systems and operational processes.
- ✓ Maintain proper audit documentation and filing systems.
- ✓ Follow up on corrective actions recommended after audit exercises.
- ✓ Support external auditors during audit activities.
- ✓ Perform other duties assigned by the Audit Manager or Management.

PROFESSIONAL CERTIFICATION

2026 Customer Relationship Management (CRM)
Obafemi Awolowo University

ADDITIONAL CERTIFICATIONS

2026 National Youth Service Corps (NYSC)
2026 Customer Relationship Management (CRM)
Obafemi Awolowo University

LEADERSHIP EXPERIENCE

IT representative

National Association of Polytechnic Accounting Students Abraham Adesanya Polytechnic Chapter (Welfare Director)

National Association of Polytechnic Accounting Students Abraham Adesanya Polytechnic Chapter (Financial Secretary)

LANGUAGE

- ✓ English
- ✓ Yoruba

INTERESTS

- ✓ Strong desire to solve more complex accounts and Excel in finding solutions to them.
- ✓ To learn new information, such as financial guidelines

REFERENCES

Available upon Request