**[Business Development Accounts Payable](https://www.postjobfree.com/resume/adzjbd/business-development-accounts-detroit-mi)**

**Location:**Detroit, MI

**Posted:**September 07, 2023

**Contact Info:**

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**Resume:**

Ojo Temitope

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SKILLS

Accounts Payable and Accounts Recetvuble ‘© Business Development

+ Issue Resotution ‘© Strong Lead Development Skis

© Selling Advertsing © Sales Solutions

© Event Planning = Documentation

© Reporting Onder stanagement

Time Management

EXPERIENCE

ACCOUNT OFFICER February 2009 - August 202

Ekit state government

‘+ ‘Troubleshot minor problems and reported larger technical isues.

‘+ Managed and coordinated multiple projets while ensuring timely completion.

‘+ Worked with coworkers to complete tasks.

(+ Wentified ways to improve efficiency in operations and implemented process changes.

‘+ Performed routine and schedoled maintenance services

‘© Responded quickly to meet customer needs and resolve problems.

ACCOUNT OFFICER

pki sate government

‘+ Provided support during month-end closing process by preparing Journal entries and reconciling accounts

Researched customer accounts to identify payment issues.

+ Participated in industry events to build brand awareness within the marketplace.

RECEIPTIONIST Ado Exkiti, EKIT

puhfinder hotel and holiday inn April 2007 - February 200

‘+ Ordered front office supplies to maintain optimum inventory of stock.

‘+ Prepped meeting and tratming rooms for conferences and special evens,

‘+ Processed Incoming and outgoing documents via clectoni methods and systems

+ Vertfied identification credentials upon entry into buiking premises.

© Uultzed Atcrosaft Office Suite Wo manage calendars, create spreadsheets, and produce professional letters.

‘+ Scheduled conference rooms for meetings and special events as needed.

Prepared invoices for services rendered by the organization upon request from cents.

EDUCATION

GH SCHOOL DIPLOMA, Jul 2007

ving Christ college, Ado Ekith, ERTTI STATE,

televant Coursework

‘© ‘Social science course

\CCOUNTANCY IN ACCOUNT Aug 2012

ederal polytechnic Ado Ekit, Ado ERItI, EKITT STATE