**AGUNBIADE CLEMENT OLUWATOSIN**

15, Kehinde Shitta Street, Aboru Iyana Ipaja, Lagos State.

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# SUMMARY

A Resourceful and Productive Individual with Experience, Skills, and Knowledge in Financial Accounting, Data Entering, Account Management, Administrative Management, Customer Service Management, and use of Digital Software, etc., Disciplined and Focused in the Promotion of Organizational Vision, Goals, and Objectives.

# SKILLS

* Experience in Marketing and Planning, Customer Relationship Management
* Excellent in Office & Sectarian Management, Administrative and Front Desk Coordination.
* Excellent Communication (Oral and written) and Interpersonal Relation
* Experience in Leadership Positions, Strategic &, Discipline, Integrity & Cooperation.
* Effective Time Management, Critical thinking, Problem-solving, and Team working skills
* Proficiency in Office & Accounting Software (word processing, spreadsheets, etc).
* Proficiency in Microsoft Word and PowerPoint Presentation
* Proficiency in Microsoft Excel and Spreadsheet Analysis
* Proficient in the use of New Media Tools to deliver Corporate Communication, Gadgets Savvy.

# EXPERIENCE

**BAMIGBOLA CONSULTING (ACCOUNT&ADMIN OFFICER) August 2022- till date**

* **Carry out administrative work**
* **Preparation of Accounting Books**
* **Presentation of Cheque Books to Banks**

**LOMO SUYA (ACCOUNT OFFICER). September 2021 – Aug. 2022**

* Prepare the sales report
* Preparation of Financials statement
* Pay slip
* Issuing of daily expenses and

**LOAN COLLECTOR OFFICER(CO-MATRIX)**  **March, 2021 – September 2021**

* Contact customers over the phone
* Recording of data’ using Excel
* Record answers and upload them to the company’s database.

**HENXO WRITE, LAGOS. (REMOTE)**  **REMOTE**

* Conduct academic research
* Write articles
* SEO expert

**TEYILASE ATALABI & CO ACCOUNTING FIRM (CONTRACT WITH PWC) Contract**

Audit Executive

* Preparation of cash flow statement
* Preparing a discussion draft of the audit report
* Supporting the accounting and auditing teams in their daily functions
* Ensuring the organization is compliant with current legislation and best practices
* Preparing and maintaining audit budgets.
* Perform substantive tests and tests of controls to identify and resolve accounting reporting issues
* Identify any Accounting Issues or audit issues and perform the necessary research to resolve such

issues

**RHEMITE PRIVATE SCHOOLS. Oct 2020 - Feb 2021.**

Class Teacher

* Performed multifaceted clerical and class administrative tasks and duties including data entry, filing, records management, classroom coordination, and provision of academic and moral counseling to students.
* Assisted the financial department in payments computation, records, and financial deposition of the fund.
* Utilized various ranges of teaching methodology, teaching style, and procedures, which aid the maintenance of attention and discipline during lesson hours thus enhancing academic performance.

**THE KNOWLEDGE GROUP OF SCHOOLS(NYSC)**  **Nov, 2019 – Nov, 2020**

Class Teacher

* Performed multifaceted clerical and class administrative tasks and duties including data entry, filing, records management, classroom coordination, and provision of academic and moral counseling to students.
* Researched, planned, and prepared suitable academic materials in line with the subject curriculum, and objective and ensured effective delivery.

# EDUCATION

EKITI STATE UNIVERSITY, ADO EKITI. June 2019

* Bachelor of Science (B.Sc.), Accounting.

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| **ICAN**  **CERTIFICATES**   |   |   |   |   |   |  (In- View)  |
| * Data Analyst (June 2023)
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**INTEREST**

* Connecting, Cooking, Public Speaking, Writing, Travelling.

# REFEREE

 Available on Request…