

AYODELE, AMINA LYDIA

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PROFESSIONAL SUMMARY

Service-oriented account strategist, strategically-minded Finance and Account Professional with 5 years of proven success in Financial Reporting, Project Management, Database Management, Auditing, Budgeting, and Administrative and Customer Service duties. Core competencies include Microsoft Office Suite including Excel, Word, Powerpoint, Quickbooks, and Sage as well as excellent communication, attention to detail, coordination, and leadership skills. Proficient in identifying and mitigating risks, and enhancing business decisions and goals. Committed to teamwork and handling tasks effectively.

SKILLS

- Accounting and Budgeting
- Deadline sensitivity
- Problem-Solving
- Revenue Analysis
- Time Management
- Risk Management
- Sage
- Quickbooks
- Critical Thinking
- Team Leadership & Training
- Effective Communication
- Financial Projections
- Concepts Implementation
- MS Word, PowerPoint, Excel

WORK EXPERIENCE:

Accountant

Tim Homes Nigeria Ltd— Lagos, Nigeria

08/2023 to March 2023

- ✓ Managed account payables and receivables.
- ✓ Issued Invoices and receipts to clients after every property purchase.
- ✓ Prepared Monthly budgets for approval by the management.
- ✓ Managed the company's payroll.
- ✓ Carried out all banking transactions on behalf of the company.
- ✓ Prepared monthly financial statements to determine the current financial position of the company.
- ✓ Imputed all transactions on accounting software (QUICKBOOKS)
- ✓ Generated reports, charts, and tables on financial information.
- ✓ Timely filed and paid all applicable taxes.
- ✓ Kept all financial documents and books of accounts up to date and in compliance with the regulatory standard.

Accountant

Ecomade Industries Ltd — Lagos, Nigeria

08/2023 to March 2023

- ✓ Kept accurate record of inventory (raw materials, work in progress, and finished goods).
 - ✓ Imputed all transactions on accounting software (SAGE).
 - ✓ Prepared Monthly budgets for approval by the management.
 - ✓ Managed private investments and shareholder loans according to agreed terms and conditions.
 - ✓ Kept all documents and up-to-date records of private investments and shareholder loans.
 - ✓ Managed the company's payroll
 - ✓ Carried out all banking transactions on behalf of the company.
 - ✓ Prepared monthly financial statements to determine the current financial position of the company.
 - ✓ Generated reports, charts, and tables on financial information.
 - ✓ Timely filed and paid all applicable taxes.
 - ✓ Kept all financial documents and books of accounts up to date and in compliance with regulatory standard.
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Account and Administrative Officer

Optiweb Communications Limited — Lagos, Nigeria

08/2021 to 03/2023

- ✓ Synthesized and analyzed financial data (such as budgets and income statement estimates) with the company's objectives in mind.
 - ✓ Generate reports, charts, and tables on financial information.
 - ✓ Timely filing and payment of all applicable taxes.
 - ✓ Consolidated and analyzed monthly results and budgets.
 - ✓ Managed the company's payroll
 - ✓ Oversaw maintenance of office assets
 - ✓ Kept all financial documents and books of accounts up to date and in compliance with regulatory requirements.
 - ✓ Created alternatives and recommended courses of action to reduce costs and improve the company's finances.
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Accounting Officer

The Redeemed Christian Church of God – Lagos, Nigeria

06/2021 to 08/2021

- ✓ Prepared financial statements monthly and at other frequencies as maybe required.
 - ✓ Consulted with upper management to influence long-term, strategic decision making.
 - ✓ Received, crosschecked and properly documented all organization's funds, cash and cheques.
 - ✓ Compared and corrected data in regards to transactions.
 - ✓ Prepared and provided all necessary documents for audit from time to time as may be required.
 - ✓ Trained new employees to improve process efficiency.
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Database Administrator/Call Centre Personnel
Pal Pension, Lagos, Nigeria

03/2018 to 08/2018

- ✓ Engaged in technical tasks by using specialized types of software to store and organize the company's data.
 - ✓ Managed a large amount of information that was often sensitive and classified.
 - ✓ Responsible for implementation and release of database changes as submitted by the development team.
 - ✓ Identified customers' needs via phone calls found the current issues and provided solutions to improve performance.
 - ✓ Liaised with technical resources from other teams to ensure availability and suitability of required data.
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Financial Secretary/General Secretary

Redeemed Christian Fellowship, University of Nigeria, Nsukka, Nigeria 01/2016 to 01/2017

- ✓ Oversaw policy concerning the flow of financial resources in and out of the fellowship.
 - ✓ Determined policy concerning the purchase of goods and services, collection of dues and its appropriation.
 - ✓ Ensured funds were deposited in the bank as soon as possible after they were received and deposits were made within three days of receipt.
 - ✓ Performed administrative and supervisory duties.
 - ✓ Prepared financial meeting agenda and took minutes of meetings.
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President

Freedom of Information (National Youth Service Corps) — Oyo State, Nigeria 10/2019

- ✓ Supervised and coordinated public awareness on freedom of information (FOI) movement.
 - ✓ Developed story or content ideas to pass knowledge of FOI movement.
 - ✓ Facilitated and executed community development projects (Symposium for civil servants in the Ministry of Information and Ministry of Finance in Ibadan, Oyo State) with team members.
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EDUCATION:

- 1. Bachelor of Science (Education): Accounting** **Dec., 2017**
University of Nigeria – Nsukka, Enugu State
 - ✓ Graduated with a 2nd Class Upper Division (Honors) [80%]
- 2. Institute of Chartered Accountants of Nigeria (ICAN)** **In View**

LICENSES & CERTIFICATION

- ✓ Institute of Chartered Accountants of Nigeria (ICAN) – Student Member
- ✓ Human Resources Manager – (IBM)Germany
- ✓ Teachers Registration Council of Nigeria – Nigeria
- ✓ Jobberman Soft Skill- Nigeria

HOBBIES & INTEREST

- ✓ Music
- ✓ Movies
- ✓ Cooking
- ✓ Communication