

AZEEZ OLUWATISE KOLA WOLE (AAT, BSC, ACA in view)

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SUMMARY

I am a graduate of accounting, on the professional stage of the ICAN examinations, working towards an ACA professional certification. I am proficient in the use of accounting software packages such as ERP and Sage. I am also a versatile user of the Microsoft Excel package among many others. I have a very strong interpersonal skill which has enabled me to foster relationships within the office space. I am fluent in both written and spoken English. I aspire to excel in my field by contributing positively towards the goals and objectives of the organisation by innovatively getting work done in a timely and efficient manner as well as acquiring more skills for self-development.

EDUCATION

University of Ilorin, Ilorin, Kwara State

Dec 2022

Bachelor of Science, Accounting

Project Topic: Effects of COVID-19 on the Academic Performance of Accounting Students at the University of Ilorin

Second-class upper-division

The International School, Ibadan, Oyo State

July 2016

Senior School Leaving Certificate

WORK EXPERIENCE

University of Jos, *Bursary Department, Loans and Advances Officer*

Feb 2023 – Dec 2023

- Prepared Advance Request Forms for staff taking advances from the University to facilitate quick and efficient processing of requested advances
- Recorded approved advances in Staff's ledger cards to provide a quick and formal account of balances that can be called upon when needed
- Processed retirement forms when proper documentation has been carried out by staff members
- Netted off retirements against staff total advances taken to determine staff's pending balances
- Monitored staffs advance balances to ensure they fall within the University's acceptable range
- Contacted relevant staff members to inform them when their advance balances begin to grow beyond the acceptable range

Oyedele, Akinbode & Co. (Chartered Accountants), Audit Trainee

Jun 2022 – Sept 2022

- Analyzed Financial Statements (Statement of Financial Position, Income Statement) using Extended Trial Balance
- Assisted in clients' assets and liabilities verification
- Conducted vouching of receipts to verify the authenticity of transactions
- Engaged in the client's continuous and periodic inventory takings
- Worked as a team member to audit Scripture Union 2021/2022 accounts among other clients and made periodic recommendations to client management on how to improve areas of weakness noted in the course of the audit
- Collated tax liabilities of client firms using TaxPro Max and properly remitted to the appropriate tax authority
- Team member who represented clients in meetings with tax authorities
- Assisted in training junior associates and interns resulting in increased productivity
- Worked intimately with the partners and carried other tasks assigned by them periodically

Office of the Accountant General, Oyo State, Industrial Trainee

Aug 2019 – Nov 2019

- Signed and recorded the receipt of payment vouchers
Typed out minutes of meetings with departmental directors to provide them with a formal and accurate record of what transpired during the meeting

VOLUNTEER EXPERIENCE

Nigeria Christian Corpers Fellowship

Feb 2023 – Dec 2023

- Responsible for all publicity and media activities of the organization both in Plateau State and coordinated the publicity activities of the organization on a national level
- Managed the social media accounts of the organization
- Led and directed a team of over 30 people with the aims of public sensitization, publicity and growth of the organization

Accounting Tutor

Mar 2018 – Oct 2022

Taught accounting to over 70 students in 100, 200 and 300 levels to help them boost their academic performances.

RELEVANT COURSEWORK TAKEN

- Management Accounting
- Nigerian Taxation
- Reading financial statements
- Management Information Systems
- Investment Analysis

PROFESSIONAL MEMBERSHIP

- Association of Accounting Technicians (AAT)

July 2020 – To date

SKILL SUMMARY

- Microsoft Excel, Sage 50, TaxPro Max, Microsoft Word, PowerPoint, Google Drive, Google Forms, SPSS, Teams,

EXTRACURRICULARS

- *Member*, The Tax Club, University of Ilorin Chapter
- *Member*, The Onkawe Book Club

COMMUNITY SERVICE

- Contributed and participated in an outreach to sensitize locals of the Jos-North community of Plateau State on the importance of savings and easy methods to begin a saving lifestyle