

# Tolulope Ezekiel Nyaaku

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Phone: +2349096973657

## CAREER OBJECTIVE

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A highly competent, motivated and enthusiastic individual looking to maximize my knowledge of accounting, striving for excellence and contribute value to organization growth and success

## EDUCATION

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- **University of Lagos**  
**Programme:** Bachelor of Science in Accounting **2019**  
**Academic Standing:** Second Class Upper  
**Relevant Courses:** Auditing, Financial Accounting, Management Accounting, Taxation
- **University of Lagos**  
**Programme:** Diploma in Accounting **2015**
- **Surulere Senior Secondary School, Alagbado** **2014**  
**West African Senior School Certificate (WASSCE)**
- **Learning Land Primary School** **2008**  
**First School Leaving Certificate**

## WORK EXPERIENCE

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### **Finance Associate – SYNLAB NIGERIA** **June 2019 – Aug 2020**

- Assisted with the preparation of financial statement
- Acquired problem-solving skills in SAP accounting system by identifying, correcting and reconciling client's statements
- Built new spreadsheet report for tracking daily sales activities of the various lab locations
- Assisted in conducting analysis of the financial information of the company

### **Assistant Account Manager – LeadSpace Shared Facilities Limited** **Nov 2018 – May 2019**

- Collated, checked and analyzed financial data
- Accelerated Budget preparation and invoicing method
- Facilitated Preparation of monthly and quarterly reports of the organization
- Managed center managers on following up with members on overdue invoice

### **Operations Intern – LeadSpace Shared Facilities Limited** **Sep 2017 - Dec 2017**

- Actively engage in client facing the organization
- Supervised start-ups and clients that use the office space facilities
- Updated, processed and file all documents
- Created, modified and tracked invoice issued

## CERTIFICATIONS AND TRAININGS

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- **National Youth Service Corps** **2019/2020**
- **Institute of Chartered Accountants of Nigeria – (In view)**
- **Business Analyst Fast-Track Programme Cohort** **2020**
- **Ready.Set.Boss 2.0 (JAN/SIGMA PENSION) Programme** **2020**
- **Lagos Model United Nations – Delegate** **2018**

## **PROJECT AND VOLUNTEER ACTIVITIES**

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- Corporate Social Responsibility Group Project on “ Awareness on Autism and Dysplasia”
- Project on “Forensic Accounting as a Tool for Fraud Detection and Prevention”
- Project on “Relationship Existing Between Accounting Theory and Accounting Practice”
- Federal Inland Revenue Service – TAX WALK (2017 – 2019)
- JAN Be Entrepreneurial Initiative – Graduate Volunteer

## **SKILLS AND INTEREST**

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- General Business Knowledge.
- Financial Invoicing.
- Microsoft Package.
- IT Proficiency.
- Teamwork.