

AJONGOLO, Oluwaseun Joshua

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SKILLS AND ABILITIES

- Advanced usage of Sage & Microsoft Office suite; MS word, PowerPoint, Excel.
- Effective leadership qualities and a proactive team player
- Excellent interpersonal and communication skill
- Result and performance oriented with great analytical skills
- Ability to work effectively under pressure and meet tight deadlines
- Great tenacity, a strong drive for knowledge with an ability to learn quick

WORK EXPERIENCE

Fastpay Delivery

November 2020 – Present

Accountant

- Balancing records of the business and effective inventory management
- Preparation of financial statements
- Tracking and reconciling of accounts receivables and accounts payables
- Preparing of simple record keeping template reducing business costs by 50%

Camp David Academy, Karu, Nasarawa State.

August 2019 – July 2020

Economics and Financial Accounting Tutor (NYSC)

- Ensured the understanding of economics and accounting using everyday examples
- Increased student's class participation in academics and finance
- Educated pupils on proper understanding of accounting statements
- Efficiently managed class coordination and prepared weekly lesson note

**Adejola Olalekan & Co. Chartered Accountants,
CBD Alausa, Lagos State.**

April 2018 – April 2019

Graduate Intern & Audit Associate

- Filed and prepared due remittance of monthly statutory returns for the firm's clientele base.
- Prepared and compiled weekly desk report.
- Executed all accounting transactions and ensured necessary reconciliation of outstanding transactions.
- Audited client's financial statement and performed audit trail exercises.
- Prepared bank reconciliation statement and financial statement.
- Recorded and Disbursed cash inflows and outflows and in this process drove cost minimization by over 25%.
- Assisted in payroll administration and monthly disbursement of wages.

**Ministry of Health (Accounts and Finance Directorate),
Alausa, Lagos State.**

July 2016 – Jan 2017

Account Intern

- Prepared, Recorded and Crosschecked all payment vouchers.

- Increased proficiency in the usage of the e-payment validation system (Oracle) leading to a 60% growth in ICT usage and documentation.
- Performed the calculation of salary arrears of 175 staffs thereby reducing lag time by 50%.
- Recorded, reviewed and proffered solutions to complaints of staff in the ministry which lead to an increment in Customer Service Delivery.
- Implemented the monthly sorting, disbursing and safekeeping of over 500 pay-slips of ministry's staffs.

HOBBIES AND AREAS OF SPECIAL INTEREST

- Reading, learning new things and meeting new people.
- Investment banking, simplifying finances, and portfolio management
- Travelling, adventurous outings and love for nature

EDUCATIONAL BACKGROUND

Adekunle Ajasin University, Akungba-Akoko	2014 - 2018
B.Sc. Accounting (Second Class Hons)	
Hebron College, Mowe	2006 - 2013
West African Senior School Certificate Examination (WASSCE)	

LEADERSHIP POSITION

- *Librarian* NUASA AAUA Chapter
- *Team Leader* Lagos Island Team (Outori Limited)
- *Youth President* RCCG Sanctuary of Praise Parish

CERTIFICATIONS

CFA	Investment Foundations Program (In View)	2020
POISE	Career Kickstart Training Program	2020
JOBBERMAN	Soft Skills Training	2020
GOOGLE	Digital Marketing Skill	2019
MTN	ICT & Business Skills Training	2019

VOLUNTEER POSITION

<i>Data Entry Volunteer</i> , Prepaid and Billing System unit, EGDS, RCCG Camp.	2017
<i>Freelance</i> Portfolio manager & financial literacy educator	2018- present
<i>Volunteer</i> , Nasarawa State Board of Internal Revenue, Kuchikau, Karu.	2020
<i>Treasurer/Accountant</i> RCCG SOP LP 17	2017 - present

REFEREES

Available upon request.