

# OLORE, BUKOLA OLUWATOYIN

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## CAREER OBJECTIVE

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A motivated, adaptive and fast learning individual, able to think laterally and objectively in spotting issues, as well as solving problems. Keen to use the specific and transferable skills gained from educational studies, work experience and extra-curricular activities to develop a career and to contribute to the growth of any organization I am privileged to work with through commitment, hard work, discipline and professionalism.

## EDUCATION AND QUALIFICATION

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### INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)

Associate Chartered Accountant

(Prof. student)

### UNIVERSITY OF LAGOS, LAGOS STATE

B.Sc. Accounting (Second Class Upper Division)

Oct 2009 - Feb 2014

## WORK EXPERIENCE

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### CARDINALSTONE PARTNERS LIMITED

Financial Control Analyst

Feb 2020 till date

- Bank reconciliations
- General ledger proofing
- SEC returns
- Preparation of board papers & management reports
- Attending to external auditors on Assurance engagements
- Executing Clients' investment instructions

### ACCESS BANK PLC

Assistant Branch Manager

Sept 2017 – Jan 2020

- Promoting and marketing the branch and its products
- Meeting with customers and resolving any problems or complaints
- Ensuring a high level of customer service
- Supervision of bank tellers
- ATM balancing and Vault management

**ACCESS BANK SCHOOL OF BANKING EXCELLENCE**

Executive trainee

**Apr 2017 – Aug 2017**

**ACCESS TO BASIC (MEDICAL) CARE FOUNDATION, IBADAN, OYO STATE**

Accounts and Stock Officer (NYSC)

**Jan 2015 - Sep 2015**

- Receiving and recording of Pharmacy supplies
- Inventory management
- PAYE computations
- Attending to official calls and receiving of sponsors
- Processing of invoices, recording payments, and tracking expenses
- Preparing and updating the Asset register

**ACCOMPLISHMENTS AND POSITIONS HELD**

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**BAPTIST GIRLS' ACADEMY, OBANIKORO, LAGOS**

- Assistant Senior Prefect
- Best Student in Senior Secondary School Commercial Class
- Best graduating Student in Commercial Class 2008

**SKILL SET**

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- Organizational skills
- Time Management
- Analytical skills
- Numeracy skills
- Proficiency in Microsoft Office packages