

ADEJARE-AYINLA MIFTAH OLAJIDE

Location: Berger, Lagos

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Personal data

Date of Birth	28th September, 1998
Sex	Male
State Of Origin	Ogun State
Local govt. Area	Abeokuta south
Marital Status	Single
Religion	Islam
Nationality	Nigerian
Language	English and Yoruba

Career Objective

To contribute significantly to the development of the organization that engages my service, through effective utilization of ideas, knowledge and experience, in a systematic means to attain a set target and to be a good team worker in any establishment for the realization of its goals.

Skills

- Possess good interpersonal skills through the ability to contribute effectively in team work.
- Excellent communication skills.
- Ability to set goals and patronize.
- Ability to simplify difficult tasks.
- Fast learning.
- Efficient in the use of Microsoft Excel, Word and PowerPoint.
- A creative thinker with innovative ideas for solving problems.
- Efficient in the use of QuickBooks accounting software.
- Charity events volunteer

Educational Qualification

- ❖ Wamy International School 2003-2008
First School Leaving Certificate

- ❖ **Vanguards Academy** 2008-2014
Senior Secondary School Leaving Certificate
- ❖ **Olabisi Onabanjo University** 2014-2018
BSc Accounting

Professional Qualification/Certification

- ❖ Association of accounting technicians 2018
- ❖ Association of chartered accountant In view
- ❖ Online Certification In Islamic Finance (alison.com) 2020

Working Experience

- **Lagos State Public Procurement Agency Alausa Ikeja July 2019-July 2020**
Post Held: National Youth Service Corps (NYSC)
 - **Outline**
Assist other account officers in ensuring all required task are carried out adequately.
 - **Key Responsibilities**
 - Contractor Section**
Recording contractors payment whether it was registration, renewal or admin fee payment with the use of Excel.
 - Store Section**
Recording goods received on Excel.
Ensuring the store requisition form is filled properly before distributing items requested.
Recording items distributed in the bin card.
Carry out stock count at the beginning of each month.
Reconciliation of the existing stock with records.
 - Cash Paying Office**
Assist in preparing the monthly cashbook.
Assist in preparing monthly bank reconciliation statement.
 - Other Responsibilities**
Preparing vouchers for payment.
Preparation of the vote book with the use of Microsoft Excel.

➤ **Saade Design Limited Amuwo Odofin Lagos. March 2021 - Present**

Post Held: Accountant

❖ **Outline**

In charge of performing accounting and accounting related task.

❖ **Key Responsibilities**

Ensuring effective internal controls are in place.

Ensuring Compliance with GAAP/IFRS and applicable federal, state and local regulatory laws and rules for financial and tax reporting.

Ensuring timely payment of statutory dues and liaising with tax officials when the need arises.

Preparing all the document needed whenever goods are purchased (Invoice, Waybill) and ensuring they are duly signed.

Preparing the Payroll and other related task

Recording all sales, expenses and other cost incurred as and when due and preparing the bank reconciliation statement at the end of every month using QuickBooks.

In charge of carrying monthly and periodic stock count.

Carrying out other task as may be instructed by the Managing Director.

Areas of Interest

Meeting new people, learning new culture, reading, solving a new challenge, volunteering.

Reference:

Dr.Yinusa

08103888107