

# KAYODE ODUKOYA

Data Analyst | Finance Analyst | Project Management

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## SUMMARY

Detail-oriented data and financial analyst with experience in deploying data management and analysis techniques in solving daily issues like cash sale reconciliation, cash flow management, customer database management, and sales management. Adept in Excel spreadsheets (Pivot Tables, VLookUp, Dashboards), ERP systems, Oracle Universal Banking, and other MS Office tools.

Following a track record of extensive work in administration and banking, well-versed in inventory management, strategic planning, administrative management, and budgeting & planning.

With a master's in mathematics and project management training, confident of performing excellently in data analyst and finance roles while being accurate, detailed, and displaying advanced communication skills.

## EXPERIENCE

### **Billing/Cash Officer.**

**Jan. 2021 – Present**

Afriglobal Medicare Limited, Lagos.

- Handles the reconciliation of daily cash sales ensuring accuracy and detail in the verification process.
- Evaluate and prepare daily cash reports using data management, entry, and analysis techniques.
- Utilizes the best practices for sales management using ERP systems.
- Contributes to the improvement of the financial health of the organization through proper cash flow management strategies like optimizing cash conversion cycle, maintaining business capital, proper invoicing, inventory management, and data management.
- Improves customer loyalty and value through the proper collection, storage, and analysis of customer data while utilizing the data to provide quality service.

### **Finance Administrative Officer.**

**Sep. 2019 – Dec. 2020**

RCCG Grace Place Parish, Lagos.

- Managed the church's monthly cash remittance systems including salaries.
- Executed strategic planning, budgeting, and bargaining activities relevant to the church's principles.
- Oversaw the management of incomes and expenses, ensuring balanced accounts through due diligence.
- Prepared schedules for meetings, programs, and appointments.

### **Bank Teller Officer.**

**Jul. 2017 – Jul. 2019**

Access Bank Plc, Lagos.

- Executed Naira and domiciliary cash and Cheque transactions using Flexcube 12.0.
- Managed funds transfer and salary processing using BPMS, Paydirect, AIP, AccessPay, AccesspayN, and Processmaker.
- Handled payment of taxes and rates at State and Federal Government levels.
- Co-ordinated vault cash management and ATM management.
- Oversaw the migration of customers to mobile and ATM channels.
- Processed outbound and Inbound transfers using various payment channels.
- Provided branch Support for Paywithcapture and other banking channels.
- Ran ATM Reconciliation and Record Proofing.

Also has experience working as a mathematics teacher and logistics analyst.

## TECHNICAL EXPERTISE

- Excel Spreadsheets.
- VLookUp.
- Excel Dashboard.
- Pivot Tables.
- ERP Systems.
- SAP.
- Oracle Universal Banking.
- MS Office Suites.

## SKILLS

Data Analysis.	Project Management.	Scheduling.	Diplomatic Speaking.
Data Segmentation.	Finance Management.	Customer Service.	Report Writing.
Data Research.	Inventory Management.	Budget and Planning.	Accuracy.
Cash conversion cycle.	Strategic Planning.	Presentation.	Detail-oriented.
Invoicing.		Active Listening.	

## EDUCATION

University of Lagos, Lagos State.  
**MSc. Pure Mathematics (2022).**

Project Management Academy  
**PMP Certification (2017)**

Federal University of Agriculture, Abeokuta, Ogun State.  
**BSc. Mathematics (2015).**