

SHOLA OLOWOJOBA



PROFILE

Accounting and Finance professional with exceptional knowledge of accounting systems, finance, and office administration. Adept at all functions of accounting, including balance sheets, processing payments, managing accounts payable, and providing executive administrative support. Having the ability to quickly undertake projects and adapt to new environments. Seeking an engaging position in a company where hard work and success are rewarded and in turn yield towards the growth of the company.



EXPERIENCE

COLLECTIONS OFFICER – ZENITH BANK PLC

February 2020 - Present.

Managing tax collections from taxpayers and processing daily tax remittances for revenue generation. Reconciliation of Bank balances with various accounts. Maintaining and monitoring cash, petty cash and performing monthly audits in accordance with banking regulations.

Exercising adept approaches to assure customers with great care and experience.

Redefining and redesigning the accounting scope and strategies with an ability to compete effectively in an already over banked environment. Effectively managing large volume transactions of reputable organizations with high turnovers and risk asset base. Further developing relationship strategies for corporate clients and effectively monitoring the implementation with a view to having a total and firm grip of all their businesses

Current Achievements:

- Achieved 95% client satisfaction and a great feat towards internal communications and appointment scheduling and thus drove efficiencies that facilitated data-based strategic decision making and interaction.
- Served as a link between management and stakeholders by handling questions, interpreting, and administering solutions, and helping in resolving issues to foster a more positive relationship.
- Successfully developed key performance, performance targets, and finance portfolio management balance sheet portfolio.
- Achieved growth in low-cost deposit
- Implemented a highly customized client loyalty based on customer service, passion for excellence resulting in over 100% growth in revenue in one quarter.

PERSONAL DETAILS

Address:

6, Adelabu Close, Ikeja, Lagos State.

Mobile:

+234 810 220 1724

sholaolowojoba@gmail.com

BIO DATA

Sex: Female

Nationality: Nigerian

Date of Birth: 18-06-1996

PROFESSIONAL SKILLS

Proficient in MS Office

Financial Reporting, Financial Modelling, Analysis, Interpretation and Presentation

Excellent Leadership Abilities

Competent and Efficient Team Player

CORE COMPETENCIES

- COMPUTER PROFICIENCY
- TIME MANAGEMENT
- TEAM PLAYER
- PROBLEM SOLVING ABILITY
- STRATEGIC PLANNING
- MULTI-TASKING SKILLS
- ANALYTICAL SKILLS
- COMMUNICATION SKILLS
- CRITICAL THINKING

- Documented, wrote, and conveyed reports in an honest, ethical, and objective standard.
- Achieved a great number of swift communications between the potential customers, the customers, and the staff of the organization.

FINANCE/ACCOUNTS INTERN – ARKOUNTING PROFESSIONAL SERVICES

March – September 2018

Learnt and managed proper financial plans for the firm, adequately tracked all money received, and prepared deposits. I developed reports to detail aging and past account records. Analyzed accounts to discover discrepancies and resolved all variances promptly. Efficiently compiled monthly reports, transaction records, and daily cash account. Received inquiries and complaints. I ensured and exhibited great service and customer focus. Also prepared proof of accounts and monthly bank reconciliation statements.

Achievements:

- Great time management skills as I ensured the regular update of records as and when due.
- Observed and monitored various mails, text messages, and calls.
- Designed and implemented a strategic business plan, resulting in expanding the company's customer base by 62%.
- Developed working systems and procedures that improved the quality and efficiency with which information was disseminated.
- Demonstrated ability to make sound decisions and be creative in developing processes and solutions in a very fast-paced environment
- Consistently met performance milestones in speed, accuracy, effective communication, and volume.
- Analyzed key performance indicators and business reports highlighting and revising purchasing processes.
- Excellent job knowledge and achieved positive feedbacks



EDUCATION

BACHELOR OF SCIENCE IN MANAGEMENT AND ACCOUNTING 2:2

Obafemi Awolowo University. – April 2018

PROFESSIONAL CERTIFICATION:

ACCA in view

SENIOR SECONDARY CERTIFICATE EXAMINATION

Queens College, Yaba, Lagos. – June 2012

- ADAPTABILITY
- PROACTIVE ABILITY

REFERENCES

Available On Request