

# OLUWATOMISIN AYOKUNNU ADELEYE

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## PROFILE

I am a hardworking, trustworthy, dedicated and zealous graduate seeking to improve my knowledge and understanding of accounting and finance and to have experience in business sector. And I also love to work and relate more with people.

## EDUCATION

**Bowen University**

B.sc Accounting

**Sept 2016 – Nov 2020**

*Second class upper honors*

## WORK EXPERIENCE

**NYSC | KPMG**

**April 2021 – February 2022**

- Performing audit procedure as a member of an audit engagement team
- Application of e-audit software and other software packages to carry out audit assessment and audit work
- Working together with my team members to audit and prepare financial statement, documents and workpapers
- Interact and communicate with clients during audit engagements process

**Sales Clerk | Hardcuz Catering Services, Lagos**

**July – September 2018**

- Keeping records of accounts on a daily basis.
- Developed Interpersonal relationship with customers on their needs
- Assist customers in completing their purchases.

## INTEREST AND ACHIEVEMENTS

● (Welfare Unit) Bowen Baptist Student Fellowship -- Member

**Sept 2017 — Nov 2020**

● Assistant social prefect (2015/2016 set)

● Active member of the ICT club, Karmel group of schools

**Sept 2002 – June 2010**

● Volunteer and participant of international conference on accounting and finance (ICAF) 2019

● I enjoy singing, socializing with people and baking during my free time.

## ADDITIONAL INFORMATION

**Professional Qualification:** INSTITUTE OF CHARTERED ACCOUNTANT OF NIGERIA EXAMINATION (ICAN) – ACA (in view)

Professional Qualification: Certified Associate in Project Management (CAPM)- New Horizons Computer Learning Center (Bowen University).

New horizon center (Bowen University)- Learning of Microsoft excel and word.

**Technical Skills:** Microsoft Word and Excel.

**Languages:** English (fluent) and Yoruba (native).

**Voluntary work** A member of welfare unit, Bowen Baptist Student Fellowship.