

## PROFILE

A young and vibrant woman with experience in both the accounting and human resource sector looking for a challenging position in a reputable organization to expand my learnings, knowledge and skills.

## CONTACT

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 adeniyioluwadamilare56@yahoo.com

## EXPERIENCE

**Ecobank Nigeria: Vendor Management****Officer**

JULY 2021 TILL DATE

- Responsible for managing key strategic third-party vendors and business partner relationships.
- Meeting with suitable vendors to assess their products and inquire about their services.
- Liaising with the payroll unit for payment of salaries.

**Kitchens and accessories, Victoria Island-Lagos Sales Representative**

NOV 2020 – MARCH 2021

- Giving sales presentations to a range of prospective clients.
- Negotiating contracts with prospective clients.
- Meeting or exceeding sales goals

**Cooperative Villas Estate, Badore Ajah-Lagos Account Officer**

MAY 2018 – SEPT 2019

- **Examine statements to ensure accuracy.**

## REFEREES:

MR OLAJIDE ADEOLA  
FIRST BANK OF NIGERIA  
+2348023020903

## SKILLS

- Problem Solver
- Microsoft Word
- Microsoft Excel
- Analytic Thinking

## EDUCATION

**University of Lagos**

2020 TILL DATE

Bsc Accounting(in view).

- **Compute taxes owed, prepare tax returns and ensure prompt payments.**
- **Organize and maintain financial records and books.**
- **Raise requisitions and follow up till the final stage of cash disbursement.**
- **Inspect account books and accounting systems to keep up to date.**

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**Yaba College Of Technology**

2014 - 2017

Ordinary National Diploma in Accounting