

GBADEHAN ADESHOLA VICTORIA

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Detail-oriented accounting professional with a Higher National Diploma in Accounting and two years of internship experience. Currently seeking a role that will enable me to leverage my accounting skills and financial expertise to contribute to an organization's financial success. With a proven track record of accuracy and efficiency in financial record-keeping, financial data interpretation, and proficiency in accounting principles.

EDUCATION HISTORY

- **Higher National Diploma (HND) in Accounting**– THE POLYTECHNIC ILE-IFE, OSUN STATE 2019 – 2021
- **National Diploma (HND) in Accounting**– LAGOS STATE POLYTECHNIC 2014 – 2016

CLINICAL EXPERIENCE

Accounting Intern (NYSC) – Lagos State Ministry of Works and Infrastructure Sep 2022 – Present

- Collaborate with the other members of the finance team to ensure compliance with regulatory requirements and internal policies, including audits.
- Assist with the preparation of financial reports and statements, including balance sheets, income statements, and cash flow statements.
- Help to process payments, receipts, and invoices, ensuring that all transactions were recorded accurately and in a timely manner.
- Support with the preparation of budgets and forecasts, including gathering and analyzing data to support decision-making.
- Improve the accuracy and efficiency of financial record-keeping by implementing a new system for recording and tracking expenditures, resulting in a 15% reduction in errors and a 20% increase in productivity.
- Help to identify and resolve discrepancies in financial records, resulting in a more accurate portrayal of the ministry's financial position.

Accounting Intern – Africa Agility, Lagos State Jan 2022 – Jul 2022

- Assisted with day-to-day financial operations of the NGO, including recording financial transactions, preparing invoices and payments, and reconciling bank statements.
- Contributed to the monthly and annual financial reporting process by compiling data, creating spreadsheets, and conducting variance analyses.
- Supported the development and implementation of new accounting processes and procedures, such as migrating to a new accounting software platform or streamlining workflows.
- Developed and implemented a new tracking system for grants and donations that reduced errors and increased efficiency by 15%.
- Identified discrepancies in financial statements during the monthly close process, resulting in the correction of errors before they could impact the accuracy of financial reporting.
- Improved the accuracy and completeness of financial records by reconciling over 30 bank transactions and identifying and correcting errors.

Accounting Intern – GDM Group, Lagos State Mar 2017 – Jul 2018

- Developed and implemented a new stock tracking system that improved efficiency by 20%.
- Generated weekly reports on stock levels and supply chain issues that were used by management to make informed decisions.
- Developed a reporting system that provided real-time insights into stock levels and supply chain issues, allowing for proactive decision-making by management.
- Collaborated with cross-functional teams to identify supply chain bottlenecks and implement solutions that improved overall efficiency.

CORE COMPETENCE

Attention to detail • Excellent Communication Skills • Analytical Skills • Team Collaboration • Problem-solving • Accounting Principles • Microsoft Excel • Account reconciliation • Confidentiality • Accounts payable/receivable • Cash flow management • Financial Analysis • Tax Laws • Financial data interpretation • Financial statement