

ANJOLA-IYA FAOZIYAH ADENIYI

Vendor Management Officer

Accountant

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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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.
- 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.

REFEREES:

SKILLS

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

EDUCATION

University of Lagos

2020 TILL DATE

Bsc Accounting(in view).

Yaba College Of Technology

2014 - 2017

Ordinary National Diploma in Accounting

MR BANDELE ODUGUWA
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