ADEGOKE ADERONKE FELICIA

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SUMMARY: A dynamic and motivated Banking and Finance graduate with over three years of experience as a Financial Accountant, specializing in financial management and building strong client relationships.

EDUCATION

Polytechnic: **Higher National Diploma in Banking and Finance (HND-Upper Class)** **2018**
The Federal Polytechnic Ado-Ekiti, Ekiti State

National Diploma in Banking and Finance (ND) **2014**
The Federal Polytechnic Ado-Ekiti, Ekiti State

Secondary: **Senior School Certificate Examination (SSCE)** **2011**
Owode Yewa Secondary School – Owode, Ogun State

CERTIFICATION/SEMINARS/TRAINING

- **Institute of Chartered Accountant of Nigeria (ICAN)** **In-view**
- **Corporate Bankers Association –**Associate Member **2018**
- **Nigerian Association of Banking and Finance-**Associate Member **2014**
- **Dynamics Bankers Association-**Associate Member **2014**

SKILLS

- Proficient in MS Office, MS Excel, Power Point • Sage 50 • Sage 500 Evolution • QuickBooks •Zohobooks
- Marketing and Management • In-depth Accounting Knowledge • Budgeting and Forecasting • Wave
- Strong data communication skills • Decision Making • Cost Accounting • Financial Management
- IT Applications in Business and General Ledger Management • Tax Planning and Data Management
- Efficient use of Google Drive • Planning and Strategy • Human Relationship • Financial Reporting
- Problem solving and strong decision making ability• Fast learner and ability to multitask
- Highly organized with excellent communication skills • Digital Media Proficiency • Internal Controls

WORK EXPERIENCE

EVE AFTER DARK RESTAURANT — VI, Lagos State

Position: Financial Accountant — **February 2024-Till date**

Duties:

- Managing day-to-day financial operations, including accounts payable, accounts receivable, and general ledger entries, ensuring seamless financial accuracy and compliance.
- Maintaining daily bookkeeping practices that align with corporate financial standards, streamlining operations for improved efficiency.
- Processing financial transactions, invoices, and payments to ensure timely and error-free entries, contributing to robust cash flow management.
- Reconciling accounts and resolving discrepancies in a timely manner to maintain 100% accuracy in financial records and reporting.
- Preparing and monitoring weekly budgets, aligning with operational objectives to optimize resource allocation and cost management.
- Overseeing payroll preparation and ensuring prompt payment to employees, enhancing workforce satisfaction and compliance with labor laws.
- Preparing and submitting required tax filings, ensuring adherence to Nigerian tax regulations and mitigating risks of penalties or fines.
- Auditing financial information to ensure compliance with internal controls and regulatory requirements, contributing to improved governance.
- Analyzing and interpreting financial data to provide actionable insights for executive decision-making and operational planning.

WHITEROSE INTERNATIONAL GROUP

Lekki Ph 1, Lagos State

Position: Accountant

July 2023- Feb 2024

Achievement:

- Ensured 100% accuracy in account reconciliations and financial reporting through timely and detailed review processes.
- Reduced financial errors by 15% through the development and implementation of enhanced financial procedures.
- Achieved a 10% improvement in cost savings by identifying and addressing inefficiencies in operational expenses.
- Developed and implemented financial policies and procedures that improved operational efficiency and reduced errors by 15%.
- Supported external audits by providing accurate and organized financial records, ensuring timely completion and regulatory compliance.
- Collaborated with cross-functional teams to provide financial advice that drove profitability and aligned with the company's strategic goals.

SPECTRUM INNOVATIONS TECHNOLOGY

Ikeja, Lagos State

Position: Account Officer

Jan 2023- July 2023

Achievement:

- Managed the company's accounts payable and receivable processes, ensuring 98% accuracy in financial transactions, which enhanced financial reliability and minimized discrepancies.
- Ensured accuracy in financial documentation by cross-checking invoices against payments and expenses, reducing errors and maintaining compliance with Nigerian accounting standards.
- Generated and sent bills and invoices to clients through email, maintaining a 100% on-time delivery rate, leading to improved cash flow management.
- Communicated effectively with clients regarding billing and payments, resolving inquiries and disputes promptly to strengthen client relationships.
- Conducted detailed analysis of employee expenditures, identifying cost-saving opportunities that resulted in a 10% reduction in operational expenses.

PRESIDENT PAINTS NIGERIA LTD

Abule-Egba, Lagos State

Position: Customer Relationship Executive

June 2020-Dec 2022

Achievement:

- Developed and maintained valuable connections with customers by proactively understanding their needs and providing tailored solutions, improving customer satisfaction rates.
- Received and processed sales orders from various customers with 100% accuracy, ensuring seamless order management and meeting delivery expectations.
- Ensured prompt delivery of customer orders by coordinating effectively with logistics and production teams, achieving a 98% on-time delivery rate.
- Provided swift and effective resolutions to customer complaints, reducing escalation rates by 25% and strengthening trust in the company's products and services.
- Maintained accurate and up-to-date data on new and existing customers, supporting improved decision-making and marketing strategies.

Transport Officer

Nov 2019-June 2020

- Achieved 98% accuracy in managing accounts payable and receivable, reducing financial discrepancies.
- Managed and coordinated telephone inquiries by answering, screening, and forwarding calls, ensuring a 90% response efficiency to support seamless communication.
- Verified delivery waybills from drivers, confirming delivery locations for paints and chemicals, achieving a 100% accuracy rate in delivery confirmations.
- Converted paint quantities from 20-25 liters to 4 liters based on customer requests, optimizing inventory usage and meeting client specifications.
- Prepared and issued haulage vouchers for the delivery of paints and chemicals, ensuring prompt and accurate logistics support.

REFEREE

Available on request