BAMIGBOYE TEMILOLUWA CYNTHIA

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PROFESSIONAL OBJECTIVE

An ambitious Accounting graduate seeking to establish a career in accounting and finance, with a strong interest in applying my knowledge and practical skills to financial reporting, record keeping, and other accounting functions while contributing to organizational growth.

CAREER SYNOPSIS

- Accounting graduate with practical experience in accounting, record keeping, administrative support, and student support.
- Gained practical accounting experience during an internship with the Accounting Department of UNIOSUN Teaching Hospital.
- Experienced in preparing journals and ledger accounts, recording organisational activities, and arranging financial records.
- Taught basic Accounting concepts, including cash books, trial balances, balance sheets, and ledger accounts.
- Experienced in supporting daily administrative activities and communicating important information to undergraduate students.
- Demonstrates strong attention to detail, problem-solving, time management, teamwork, and organisational skills.
- Proficient in Microsoft Excel, Microsoft Word, and Microsoft Office Suite.

CORE COMPETENCIES

- Accounting & Bookkeeping
- Financial Record Keeping
- Journal & Ledger Preparation
- Trial Balance Preparation
- Financial Account Balancing
- Administrative & Office Support
- Records Management & Documentation
- Microsoft Excel & Word
- Problem Solving
- Time Management
- Leadership & Team Management
- Communication & Interpersonal Skills

PROFESSIONAL EXPERIENCE

ACCOUNTING TEACHER / ASSISTANT ACCOUNTANT

Community Secondary School | November 2025 – July 2026

- Taught students the basics of Accounting, including the preparation of cash books, trial balances, balance sheets, and ledger accounts.
- Served as Form Mistress for Senior Secondary School 2.
- Assisted the school in accounting activities in the capacity of Assistant Accountant.

STUDENT SUPPORT / FOLLOW-UP TEAM

TREC Academic Research | August 2026 – Present

- Follow up with undergraduate students and provide support when needed.
- Remind and encourage participants to remain active in the programme.
- Assist in communicating important information to students.
- Support effective communication and engagement with programme participants.

ACCOUNTING INTERN

UNIOSUN Teaching Hospital – Accounting Department | September 2023 – November 2023

- Assisted in preparing journals and recording the organisation's activities.
- Assisted in preparing and maintaining ledger accounts.
- Helped arrange the organisation's RICO files according to their assigned numbers.
- Supported the Accounting Department with routine accounting and record-keeping activities.

EDUCATION

BACHELOR OF SCIENCE (B.Sc.) IN ACCOUNTING

Westland University, Iwo, Osun State | 2020 – 2024

CERTIFICATION

- NYSC Discharge Certificate
- ICAN – In View

SKILLS

- Financial Account Balancing
- Preparation of Trial Balances
- Record Keeping
- Administrative & Office Support
- Microsoft Excel
- Microsoft Word
- Microsoft Office Suite
- Leadership & Team Management
- Problem Solving
- Time Management
- Communication & Interpersonal Skills