DAWODU ESTHER MONINUOLAOLUWA

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1, Alimi Ogunyemi Steet, Ifako Ijaiye, Lagos State.

- **PERSONAL DETAILS**

Date of Birth: September 25, 2002
Gender: Female
Nationality: Nigerian
Marital Status: Single

- **SUMMARY**

I am a pleasant multi-skilled individual, who can be an asset to any organization, seeking an accounting position where I can apply my skills and knowledge to contribute to a dynamic team and advance my career.

WORK EXPERIENCE

Audit Associate | Gbenga Badejo and Co, Lagos February 2025 till date

- Assisted in the preparation and review of audit and accountancy checklists, ensuring compliance with IFRS and regulatory standards.
- Contributed to the drafting of comfort letters and other assurance documentation for audit clients.
- Compiled and maintained working papers to support audit procedures and facilitate audit reviews.
- Participated in the set-up of chart of accounts and general ledger frameworks for clients.
- Supported the preparation of management letters, highlighting internal control weaknesses and audit findings.
- Assisted in the preparation of Audited Financial Statements.
- Assisted in Filing of Taxes on the tax promax.
- Assisted in the preparation of tax payable.

IT- Account Dept | Surveyor General Office, Ikeja, Lagos 2022

- Assisted in preparing and processing vouchers for financial transactions, ensuring accuracy and compliance with organizational policies.
- Coordinated and managed running costs, including budgeting, tracking, and reporting expenses for survey projects and operations.
- Provided administrative support, maintaining records and ensuring efficient office operations.

Intern | Iloshe Investment and Property **2021**

- Designed and implemented targeted marketing campaigns to drive investor engagement.
- Created compelling content to showcase investment opportunities.
- Fostered strong investor relationships, driving business growth through tailored solutions.

EDUCATIONAL BACKGROUND

- BSc in Accounting (First class Degree) | **Hallmark University** | 2019 - 2023
- WASSCE/NECO | **Hebron College** | 2012 - 2018
- First School Leaving Certificate | **Shekinah Glory Kiddies Castle** | 2006 - 2012

CERTIFICATION

- Operational Management Certificate
- NYSC Certificate
- ACA IN View

SKILLS

- Operational Management (Global Icon Management School)
- Microsoft Word
- Microsoft Excel

LANGUAGE

- English and Yoruba

REFERENCES

- Available on request.