FEMI KEHINDE

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Professional Summary

A detail-oriented and motivated professional with over 7 years of experience in internal control, bank reconciliation, and data analysis. Possesses good analytical and problem-solving skills, with the ability to manage data, identify errors, and support effective decision-making.

Professional Experience

Nuclear Associates and Consultancy Services – Internal Control Officer
(September 2020 – Present)

- Conduct risk assessments and identify areas requiring improvement.
- Develop and implement internal control procedures.
- Maintain audit documentation and identify control weaknesses.
- Manage and reconcile accounts receivable for timely invoice processing and payments.
- Support compliance and operational efficiency initiatives.

Ogun State Agricultural Development Programme (OGADEP) – Accountant
(October 2017 – August 2020)

- Prepared and reviewed trial balances and financial records.
- Performed monthly bank reconciliation activities.
- Managed and analysed financial data to identify trends and improvement areas.
- Prepared monthly reconciliation summaries for management review.
- Monitored cash inflows and outflows to ensure accurate posting.

Sacred Heart Girls College, Ubiaja, Edo State – NYSC Teacher (Accounting & Commerce) (November 2014 – November 2015)

- Taught Accounting, Commerce, and Economics to senior secondary students.
- Developed lesson plans to improve understanding of financial principles.
- Prepared students for internal and external examinations.
- Organised financial literacy and business-related extracurricular activities.

Education

Federal College of Education, Abeokuta, Ogun State – Professional Diploma in Education (2021)

Moshood Abiola Polytechnic, Abeokuta, Ogun State – Higher National Diploma in Accounting (2014)

Model His and Hers College, Lagos State – Senior Secondary School Certificate (2007)

Baptist Primary School, Abeokuta, Ogun State – Primary School Leaving Certificate (1995)

Core Competencies & Skills

- Accounts Receivable Management
- Internal Control & Compliance
- Bank Reconciliation
- Microsoft Office Tools
- Data Analysis – Excel, Power BI, SQL, Python
- Strong Analytical & Problem-Solving Skills
- Excellent Communication Skills

References

Available upon request.