OYETUNDE MORUFU OYEWOLE

ACCOUNTING GRADUATE | ACCOUNTING & FINANCE

Lagos, Nigeria | 07082341379 / 09137617490 | Oyetundemoruf18@gmail.com

PROFESSIONAL PROFILE

Motivated and detail-oriented Accountancy graduate with practical knowledge of core accounting processes including journal entries, ledger posting, trial balance, bank reconciliation, cashbook, financial statement preparation, receivables and payables, inventory accounting, basic cost accounting, taxation and audit procedures. Also brings supervisory experience involving daily production records, output calculations and staff payment computations, alongside NYSC teaching experience. Seeking an entry-level Accounting or Finance opportunity where strong numerical ability, accuracy, organisation and willingness to learn can contribute to organisational performance.

CORE ACCOUNTING COMPETENCIES

- Journal Entries & Ledger Posting
- Bank Reconciliation
- Income Statement Preparation
- Accounts Receivable & Payable
- Basic Cost Accounting
- Basic Audit Procedures
- Trial Balance Preparation
- Cashbook Management
- Statement of Financial Position
- Inventory Accounting
- VAT, WHT & Basic Taxation
- Financial Record Keeping

PROFESSIONAL EXPERIENCE

Supervisor | Ryt Simcard Packaging, Hollandia Way, Ajao Estate

2021 – 2022

- Supervised day-to-day simcard packaging activities and monitored the output of subordinate staff.
- Recorded and monitored individual daily production figures to support accurate productivity tracking.
- Calculated staff output and corresponding daily payments based on recorded production.
- Reviewed daily figures for accuracy and identified discrepancies in production records where necessary.
- Coordinated team members and supported smooth workflow while maintaining accurate operational records.

NYSC Corps Member / Teacher | Al-Falah the Pacesetter School, Egbeda, Ibadan

2025 – 2026

- Taught Business Studies and Home Economics to JSS 1–3 students.
- Prepared lesson notes, instructional materials, tests and other learning resources.
- Assessed students' work and maintained relevant academic records accurately.
- Managed assigned classes and communicated academic information clearly to students.
- Participated in school activities and carried out assigned responsibilities within established procedures.

EDUCATION

2022 – 2024 Higher National Diploma (HND) in Accountancy

Moshood Abiola Polytechnic, Ojeere, Abeokuta

2019 – 2021 National Diploma (ND) in Accountancy

Moshood Abiola Polytechnic, Ojeere, Abeokuta

2011 – 2018 Senior Secondary School Certificate (S.S.C.E.)

Oba Moroof Ojoola Senior Secondary School, Ishefun, Lagos

2004 – 2010 First School Leaving Certificate

Future Light Nursery and Primary School, Ishefun, Lagos

TECHNICAL & PROFESSIONAL SKILLS

- Microsoft Excel
- Microsoft Word
- Bank Reconciliation
- Financial Record Keeping & Documentation
- Numerical and Analytical Skills
- Attention to Detail
- Communication and Interpersonal Skills
- Organisation and Time Management
- Teamwork and Ability to Work with Limited Supervision

ADDITIONAL INFORMATION

Languages: English and Yoruba

Interests: Community volunteering, learning new things, blogging, reading and watching football

REFERENCES

Mr Rasak Oyetunde — Arabic Islamic Lecturer

Telephone: 08132683102