

MUYIBAT O. AKANGBE

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Sex: Female
Date of birth: 24th October, 1998
Marital Status : Single
Languages: English & Yoruba
Contact Address: 2, Irepodun Crescent, Ashi-Bodija, Ibadan, Oyo state

PROFILE

To start with, I am a self-motivated, energetic and dynamic person with interest in accounting, banking and finance. I also have the ability to cope in a wide range of work environments.

However, I possess the ability to interact, listen and understand individuals at many levels and from diverse background and culture, with good excellent inter personal and communication skills.

In conclusion, I am an effective team player and I have learnt to always put the interest of the Organization first.

WORK EXPERIENCE

→LXB Technology Limited

(2019 – till date)

Accountant

- Manage all accounts payable including ensuring costs are appropriately documented and approved, entering transactions, and supporting the execution of payments.
- Maintain accounts receivable records, ensuring records are comprehensive and all payments are correctly applied.
- Develop and maintain online and paper filing systems for accounting files.
- Manage accounting schedules, and prepare and enter month end closing entries including allocation of costs and recognition of revenue.
- Prepare and upload payroll, tax, and benefits payments and serve as a primary point person for related vendors.
- Liaise with field office staff, including the review of cash requests and reconciliation of field office expenditures.
- Provide additional administrative or other support as requested.
- Work with the finance team and other Interdepartmental teams to build scalable financial processes and metrics.

EDUCATION

→ Affiliate, Institute of Chartered Accountant of Nigeria

(2021)

ACA in view (professional level)

- ↪ **Federal University of Agriculture Abeokuta Ogun State.** (2019)
B.Sc. In Banking and Finance. (Second class upper)
- ↪ **Chris College, Sholanke Close Kosofe, Lagos** (2013)
Senior Secondary School Leaving Certificate (S.S.C.E)
- ↪ **Morning Star International School, Old-Ife road, Ibadan, Oyo State** (2006)
First School Leaving Certificate

LEADERSHIP SKILLS

- ⊞ **Federal University of Agriculture, Abeokuta**
College of Management Sciences student Association Clerk officer
- ⊞ **Head Girl In secondary School**

COMPUTER SKILLS

Proficient use of office applications such as Microsoft Office Word, 2010 Microsoft Excel, Microsoft Power Point and Internet.

Proficient in the use of Accounting tool (SAGE)

PERSONALITY STRENGTHS

Good interpersonal skills.
Ability to work effectively in a team.
Excellent oral and written communication skills. Self-motivated and target oriented.

REFEREES

Available upon request.