

AISHAT ADEDOLAPO OLAOGUN

Plot A30B Sparklight Estate off 
Lagos-Ibadan Expressway

+2347033062339 

adedolapoishat@gmail.com 

Aishat Olaogun 

Dedicated and trustworthy young accountant capable of working with all types of personalities and experienced in busy office settings. Knowledgeable in finance, offering a successful career history and focused on honoring company ethics and preserving confidentiality

Skills

- Data Entry
- Reporting capability
- Oral and Written communication
- Proficient in the use of accounting software
- Team player
- Financial documentation
- Proficient in Microsoft office suite
- Attention to details
- General math skills
- Good time management
- Basic knowledge of programming language

Experience

OCT 2018-TIL DATE

Treasury Officer / LAW UNION AND ROCK INSURANCE PLC

- Prepared and maintained record of accounting entries in general ledger.
- Post all receivables and payables
- liaising with bank on all company transactions.
- Confirm authorization for all requests and obtain necessary supporting document.
- Maintain schedule of float, disbursement and retirement at the stipulated time.
- Prepare and compile finance department weekly report.
- Maintained confidentiality of bank records
- Prepared cheques and Transfer instructions.
- Reconcile all bank statement with the cashbook
- Reconcile month end totals to ensure timely and accurate reporting of financial information.
- Submit weekly cash flow report that shows inflows, outflows and projections to controller.
- Complete general ledger operation

MAY 2018-OCT 2018

Account Officer / Quit Finance Limited

- Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting system.
- Inspected account books and record transactions.

- Verified financial documents for company to accurately analyzed financial data.
- Reported financial data and updated financial records in ledger and journals
- Communicated with the supplier to identify and resolve outstanding payment.

NOV 2017-MAY 2018

Account Intern / Humphrey Obinodu+co

- Compiled general ledger entries on short schedule with nearly 100% accuracy.
- Stock taking.
- Examine and review client document and records.
- Reconciliation of bank statement.
- Maintained record of daily activities

Education

AUG 2016

B.sc Accounting / Al-hikmah University, Ilorin.

Second class (lower division)

JULY 2011

SSCE / Queen Elizabeth School, Ilorin

Professional Certification

OCT 2017

Institute of Professional Managers and Administrators of Nigeria

Associate Member

Institute of Chartered Accountant of Nigeria (ICAN)

Student member (Skills Level)

Activities

- Learning new things.
- Listening to music.
- Coding.
- Travelling and meeting new people.

Reference

Available on request.