

# **AWE JUMOKE ABIDEMI**

26, Bolaji Adewale Streer, Ijegun, Ikotun, Lagos. | 08189239966, 08114624711|  
awejumokeabidemi2017@gmail.com

---

## **CAREER OBJECTIVE**

---

To work selflessly and diligently for an organization with which I am engaged in achieving her organizational goals and objectives.

To work in a suitable but challenging environment, one with opportunity for growth and a recognition of any potential as crucial input for profitability and great success.

---

## **SKILL SUMMARY**

---

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
  - Possesses strong analytical and problem solving skills, with the ability to make well thought out decisions.
  - Excellent written and verbal communication skills.
  - Highly trustworthy, discreet and ethical.
  - Resourceful in the completion of projects, effective at multi-tasking.
  - Excellent Ms Word, Ms PowerPoint and Ms excel skill
- 

## **EDUCATION**

---

- **Higher National Diploma (HND), Accounting (Upper Credit Division)**

Ogun State Institute of Technology, Igbesa, Ogun State. **2018**

- **Ordinary National Diploma (OND), Accounting (Upper Credit Division)**

Ogun State Institute of Technology, Igbesa, Ogun State. **2015**

---

## **EXPERIENCE**

---

### **WINLYN LIMITED**

#### **Accounting Intern**

**November 2018 – Till date**

#### **Key Responsibility**

- Participates in all levels of journal entry, month-end, and fiscal close processes.
- Experience processing payroll, accounts payable, accounts receivable, and cash receipt functions.
- Reconciles general ledger reports and bank statements
- Maintains a high level of discretion when dealing with confidential information.

## INDUSTRIAL TRAINING - MULTI CONCEPT INTERNATIONAL SCHOOL

Bursar.

November 2015 - October 2016

### Key Responsibility

- Overseeing day-to-day cash management.
- Managing accounts payable and receivable.
- Keeping organized books of tuition fees and files of receipt.
- Sending bills and making payment plans.
- Undertake general and financial administrative task.

---

### TRAINING AND CERTIFICATION

- **Global Favour Computer Institute.**

Diploma in Desktop Publishing and Computer Appreciation.

2013

- **CISCO Networking Academy, Ogun State Institute of Technology.**

Diploma in IT Essential.

2013

---

### INTEREST AND ACTIVITIES

Teaching

Meeting People

Learning new skills

---

### OTHER INFORMATION

**Date of Birth:** 06/11/1994

**Age:** 24years

**State of Origin:** Osun

**L.G.A:** Atakunmosa West

**Sex:** Female

**Marital Status:** Single

---

### REFEREE

Name :Okulaja Olaleye

Phone No: 0812 664 1946