

Abass Adewale, Lawal

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DOB: 15th April 1993

An experienced Accountant with over 3 years' experience of in-depth planning, reporting and preparing the financial documents of an organization through careful monitoring and tracking of the business practices. Looking to make significant contributions towards the effective management and delivery of services in a forward thinking organization

STRENGTHS AND SKILLS

- ❖ Highly numerate with strong analytical skills.
- ❖ Willingness to relocate or role persist
- ❖ Possess exceptional interpersonal, communication and motivational skills.
- ❖ Possess good knowledge of accounting softwares e.g QuickBooks, Sage50, Peachtree and Tally.
- ❖ Excellent organizational and administrative skills
- ❖ Sound knowledge of documentation and presentation skills.
- ❖ Willingness to learn and understand new systems and procedures
- ❖ Experienced in leading, engaging and building confidence in project staff.
- ❖ Strong MS Office skills which includes Word, Excel, Project, PowerPoint, Access etc.

WORK EXPERIENCE

Access Bank Nigeria

(July 2019- Till date)

Cco and teller frontline

Transaction Officer

Responsibilities:

- Accurately assess the risk profile, suitability and appropriateness of clients when marketing the banks products and services by maintaining an accurate and up to date call report, KYC database.
- Efficiently by showing concern for all aspects of the job, pay attention to detail and ensure that output is delivered at the highest possible standard Accomplish tasks.
- Ensure proper documentation for all new and existing accounts, ensure timely opening of new accounts on the system and support branch sales and service team.
- Ensure that the customer's instructions are duly effected by applying all standard checks and controls, coordinating with other department including head office operations and compliance.
- Open and maintain accounts in accordance with the established procedures, apply regulatory requirements such as KYC, Money laundering Prevention procedures at all times.
- Proactively develop client relationships, provide solutions to client needs and give high priority to client satisfaction.

Beebejump Intl Ltd

(july 2018-june 2019)

Halausa Ikeja, Lagos

Sales/Admin Assistance

Responsibilities:

- Make report, submit them to the Sales manager and sustain good relation with clients.
- Maintained customer's records by uploading information.
- Attending to customers queries and ensuring the complaints are resolved
- Manage office supplies stock and place order

Prime Eye Clinic & Optical Center

Ajangbadi Ojo, Lagos

(july 2018-june 2019)
Account/Admin Officer**Responsibilities:**

- Maintained customer's records by uploading information.
- Attending to customers queries and ensuring the complaints are resolved
- Reviews a business's financial reports and other documents to ensure they are accurate
- Management of both general and subsidiary accounts of business
- Prepare regular reports on expenses and office budgets.
- Maintain and update company's database

TJ Anisco Oil & Gas Ltd

Aisegba Gboyin, Ekiti State

(jan, 2017-Dec 2017)
Accountant/Supervisor**Responsibilities:**

- Taking daily inventory and ensuring compliance
- Investigates reported occurrences of fraud, theft and waste.
- Verify the existence of asset and recommended paper safeguards for their protection

Globacom Nig. Ltd.

Lasu Ojo, Lagos State

(june 2012-Dec 2014)
Sales and Activation**Responsibilities:**

- Opened customer accounts by recording information with sim registration process.
- Recommended potential products or services to management by collecting customer information
- Prepared product or service reports by collecting and analyzing customer information.
- Contributed to team effort by accomplishing related results as needed.

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

- ✓ **H.N.D** Higher National Diploma in (ACCOUNTING)
Federal Polytechnic Offa, Kwara State (2014-2016)
- ✓ **O.N.D** National Diploma in (ACCOUNTING)
Kwara State Polytechnic Ilorin, Kwara State (2009-2011)
- ✓ **W.A.S.S.C**
Blessed Winners College Ojo, Lagos State. (2002-2008)
- ✓ **F.S.L.C**
Kiddies Progress Nursery and Primary School Ojo, Lagos (1996-2002)

OTHER CERTIFICATIONS

- **CIBN**
Professional Conduct & Ethics Certification (2019)
- **Superior Points Association (SPAL)**
Diploma in Quickbook and Sage50 Certification (2020)

PERSONAL INTEREST

Reading, Traveling, Counseling, playing football, table tennis, impacting knowledge and Meeting people

REFERENCES*Available on request.*