**OGUNDARE OLAYIWOLA KEHINDE**

*9, Okafor ebuka Close, Ogudu, Lagos.*

*Mobile:* ***08062799758, 07080892315***

*E-mail: muyiola15@yahoo.com*

**PROFILE**

I’m an experienced Accountant looking for a new opportunity within a large or small organization.

I possess excellent communication, planning and organizational skills. I have been working in dynamic, technical, innovative, and complex environments.

***KEY SKILLS***

**Special skills transferable skills**

* Creativity skills Energetic and imaginative
* Computer skills(Ms Office Packages Versatile and dynamic

and Internet skills) Thrive on tough assignment

* Lecturing skills. Surmounting challenges and Team work

**PERSONAL INFORMATION**

Date of Birth 1st June, 1985.

Sex Male

State of Origin Ekiti State

L.G.A Ilejemeje

Marital Status Married

Nationality Nigerian

***EDUCATION AND QUALIFICATION***

**Date Name of Institution Certificate Obtained**

Aug, 2009-Sept. 2012 Lagos State Polytechnic, Isolo HND Marketing (DISTINCTION).

Nov, 2003 National Examination Council of Nigeria (NECO)

PROFESSIONAL QUALIFICATIONS

Graduate member of Institute of chartered Accountant of Nigeria ( ICAN ) CHARTERED ACCOUNTANT (ACA).

***WORKING EXPERIENCE***

***Touch lightLimited , 2017 Till - Date***

***8, Jaime Oyedonku street Magodo Shaigisha,Lagos.***

***Accountant***

**FAIR LUDWIG EXPORT LIMITED Sept 2014 – 2016**

**360, Hebert Macaulay way Yaba , Lagos.**

***Accountant***

**Responsibilities**

* Documentation of records of the company.
* Preparation of financial statement.
* Collection and clearance of cheques.
* Tracking of customers on collection of prompt payment.
* Reporting to the management on client decision and any latest development.
* Ensure that all complete and audited jobs are signed off and capitalized accordingly for financial closure of project.

**BISMOK NIGERIA LIMITED June 2010 – July, 2014**

**3, Omolayo street Alapere ketu Lagos.**

***Account Officer***

**Responsibilities**

* Filing and recording customers bills and cheques.
* Disbursement of funds to necessary account.
* Assisting in preparation of the company financial statement.
* Send request for quotation to Procurement department when customers demand
* Debt Recovery.
* Regular visit to client office for follow-up.

**POWER HOLDING COMPANY OF NIGERIA (PHCN) FEB 2008 - April 2010**

**Somolu District Onipanu**

**Ikorodu road Lagos**

**Marketer**

**Responsibilities**

* Collection of bills from the district.
* Sorting of bill according to the location.
* Sharing of bills.
* Disconnection of power.
* Supervision of illegal connection of power.
* Supervise and provide technical support on shelter reticulation and upgrade

**HOBBIES**

Reading and Traveling.

**REFERENCES**

Available on request