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**UGO.C Accountants**

*Assistant Accountant* ***2019 – Till Present***

*Duties*

* Prepare financial reports and worked on tax planning processes.
* Conduct cashflow analysis.
* Processed payments and assisted with the payroll management.
* Completed balance sheet accounts reconciliation.
* Conducted cashflow analysis.
* Reviewed and maintained all vouchers, check payments, and receipts for external auditing purpose.

**OLUSEYI SHARON**

Accountant

*IT Skills*

**INTERESTS**

*Reading*

*Writing*

*Photography*

**CONTACT**

**PROFILE**

**SKILLS**

*Numeracy Skills*

*Organizational Skills*

*Communication*

I am an accurate and motivated finance student passionate at generating financial reports and conducting cash flow analysis. I am detailed-oriented. I have great analytics skills and a good knowledge of latest accounting software programs.

**Covenant University**

***BSc. Accounting***

***2011 - 2015***

**Up – Town Secondary School**

***Secondary School Leaving Certificate***

***2004 - 2010***

**Institute of Chartered Accounting**

***ACCA Accounting***

***2016 - 2018***

**Up – Town Secondary School**

***Secondary School Leaving Certificate***

***2000 - 2006***

**@**

0804-7657-432

sample@gmail.com

3, Ike Street, Ikeja

**EDUCATION**

**WORK EXPERIENCE**