@

*IT Skills*

**INTERESTS**

*Reading*

*Writing*

*Photography*

**OLUSEYI SHARON**

Chartered Accountant

**CONTACT**

**PROFILE**

**SKILLS**

*Numeracy Skills*

*Organizational Skills*

*Communication*

Proficient in accounting across multiple contexts and environments. Prior experience ranges from work setting in company of 25 to working amongst a company of 300. Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable, and providing executive administrative support.

**ABC Financials**

***General Accountant 2008 – 2011***

***Duties***

* ***Summarizes current financial status by collecting information***
* ***preparing balance sheet, profit and loss statement***

**UGO.C Accountants**

***General Accountant 2008 – 2011***

***Duties***

* ***Summarizes current financial status by collecting information***
* ***preparing balance sheet, profit and loss statement***

**Covenant University**

***BSc. Accounting***

***2008 - 2011***

**Up – Town Secondary School**

***Secondary School Leaving Certificate***

***2000 - 2006***

**Institute of Chartered Accounting**

***ACCA Accounting***

***2008 - 2011***

**Up – Town Secondary School**

***Secondary School Leaving Certificate***

***2000 - 2006***

**@**

0804-7657-432

sample@gmail.com

3, Ike Street, Ikeja

**EDUCATION**

**WORK EXPERIENCE**