



FOLASHAYO ABOSEDE AWE

Account Officer

Summary

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

Education

Nigeria Certificate In Education Nov 2015 – Dec 2018

National Teachers' Institute, Kaduna

West African Senior School Certificate Examination May 2014 – Jun 2014

Pace Setter Comprehensive College, Iragbiji

Junior Secondary School Certificate Examination Sept 2006 – Dec 2009

St James Junior & Senior Secondary School, Osogbo, Osun State

Primary School Leaving Certificate Apr 2000 – Nov 2005

D&D Model School, Olodo Ibadan

Experience

Zeez Mega World Limited, Irewolede, Ilorin Kwara State. May 2024 – Dec 2024

Account Officer

- Handled day-to-day accounting process to drive financial accuracy.
- Effectively communicated with clients about payment needs and kept updated detail and account ledger.
- Input vendor payments and updated accounts to reflect new balances.
- Communicated and resolves disputes with clients regarding outstanding invoices, payments and adjustments.
- Maintained account accuracy by reviewing and reconciling checks monthly.

Midarx Court Hotel, Fate Area, Gra, Ilorin, Kwara State. Jan 2024 – May 2024

Receptionist

- Greeted guests at front desk and engaged in pleasant conversation while managing check In progress.
- Resolved customers issues quickly and notified manager immediately when problems escalated.
- Collected room deposits, fees and payments.
- Maintained confidentiality of sensitive data to protect customers and business information.
- Maintained organized and clean front office area to create professional and welcoming environment for visitors and employees.

Supreme Pharmacy And Store, Opposite ShopRite Fate, Ilorin Kwara State. May 2023 – Dec 2023

Sales Attendant

- Stock merchandised, clearly labelling items and arranging according to size or color.
- Monitored customers for sign of security concern and escalated issues to management.
- Engaged in friendly conversation with customers to better uncover individual needs.
- Create inviting environment for customers by maintaining store organization and cleanliness.
- Engaged with customers to build rapport and loyalty.

Contact

Phone:
08105919924/09054957798

Email:
awefolashayo24@gmail.com

Nationality:
Nigerian

DOB:
10.09.1995

Gender:
Female

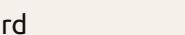
Address:
14, Ibrahim Dansuki Street, Awolowo Rd, Ilorin, Kwara State.

Skills

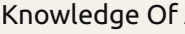
Proven Work Experience As A Bursar



Proficient In The Use Of Microsoft Word



Knowledge Of Accounting Procedures And Best Practices



Communication Skills



Ability to work under pressure



Accountability



Language

English

Yoruba

Hobbies

Reading

Curiosity To Learn New Things

Listening To Music

Traveling

Meeting People

Signature



Excellent Educational Institute, Ayekale, Osogbo, Osun

Jan 2021 – May 2023

State

School Bursar

- Overseeing day-to-day cash management.
- Managing accounts payable and receivable.
- Keeping organized books of tuition fees and files of receipts.
- Prepare expense reports on a regular basis.
- Report to the school general on performance and investment/funding opportunities.

Best Beginning Nursery & Primary School, Hallelujah Estate, Osogbo, Osun State.

Oct 2014 – Dec 2020

Teacher

- Planned lesson, activities and trip to cover all required course material.
- Helped Pupils develop self esteem and life skills by fostering healthy conflict- resolution, critical thinking and communication.
- Boosted cultural awareness by incorporating children literature from world culture.
- Completed pupils progress reports mid-term. to notify pupils and parents of strength and great improvement.
- Meet with pupils,parents,and administrators to address and resolve pupils behavioral and academic issue.

Cypress International Academy,Ibikunle Area, Osogbo, Osun State.

Feb 2012 – Oct 2014

Class Teacher

- Created and developed lesson plans to meet pupils academic needs.
- Scheduled conferences with parents to discuss pupils progress and classroom behavior.
- Implemented reading and writing workshops to increase pupils literacy and support school reading programmes.
- Communicated frequently with parents, pupils and faculty to provide feedbacks and discuss Instructional strategies.

His Mercy Nursery & Primary School,Latona,Igbona, Osogbo, Osun State.

Jul 2011 – Feb 2012

Preschool Teacher

- Taught Nursery 2 Class
- Create a safe and secure learning environment for children.
- Teach children basic skills like shapes, colors, numbers, and letters.
- Keep records of children's progress, routines, and interests.
- Collaborate with other teachers and people involved with the school.

Reference

Reverend Fatoye

John McKay Anglican School

- 08035218692
- Administrative Assistant

Mr Amusat Idowu Waheed

Lapo Microfinance Bank Limited

- 08034066888
- Loan Officer

Miss Cecilia Motunrayo Awe

Trove School Ilorin

- 09038783756
- School Secretary

