

AKINYERA, TAWAKALITU

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Language English, Yoruba, Hausa.

PROFESSIONAL PROFILE

With my educational and professional experience I aim to contribute effectively to the development, quality control and strategic planning objectives of your organization and to ensure transparency and well detailed Accounts in order for the organization to achieve professionalism to its greatest height. My core skills are time management, highly organized, strong analytical skill, Cash handling, High Knowledge in Microsoft office package, Excellent written and verbal communication skill, Accounting skill, Highly effective at multitasking, Communication skill, Relationship management skill, Excellent Interpersonal Relationship.

EDUCATIONAL BACKGROUND

2013 – 2017 **BSc. Accounting**, Olabisi Onabanjo University, Ago-iwoye, Ogun State - Nigeria.

Final project: Effect of Internal Audit on Firm's Performance.

Grade: Second Class Honor.

2013 - 2013 **NECO Examination**, Scholars Universal Secondary School, Sango Ota, Ogun State - Nigeria.

2006 – 2012 **Secondary School Certificate**, Command Secondary School, Kakuri, Kaduna State - Nigeria.

2006 **Primary School Leaving Certificate**, LEA Primary School Orozo, Abuja - Nigeria.

WORK EXPERIENCE

Sept 2021-Date **Finance/Administrative Executive, Lincoln College of science, management & Technology, Jikwoyi-karshi Road, FCT Abuja, Nigeria.**

Duties: Enter financial data into the system, update financial records, create cost analysis reports for other departments, maintain financial policies throughout the college, Assist with the preparation of monthly financial reports, keep track of account payables and receivables, processing invoices and generating receipts.

2019 – Sept 10 2021 **Sales Representative, LukFat Enterprise, Jikwoyi East Orozo - Abuja, Nigeria.**

Duties: Maintaining financial records, monitor inventory levels and order new items, deliver excellent service to ensure high levels of customer satisfaction, Respond to customer complaints and concerns in a professional manner, Prepare detailed reports on buying trends, customer requirements, and profits.

2018 – 2019 **Account intern, Finance and Account Unit, School of health technology Keffi, Nasarawa State - Nigeria.**

Duties: Preparing financial documents such as invoices, bills, and accounts payable and receivable, Assisting the finance unit and senior accounting staff members with various tasks, including preparing budgets, records and statements, Posting daily receipts, Typing of all necessary documents correspondence as required, Handling monetary transactions, Recording and Account keeping.

PROFESSIONAL COURSES

- Institute of Chartered Accountants of Nigeria (ICAN) - **IN VIEW.**
- Diploma in **project Management Professional**
- Diploma in **Health safety and environment**
- Diploma in **Customer Service Relationship Management.**

- Certificate Of Diploma in **Data Processing** (Microsoft WORD, EXCEL, ACCESS, POWERPOINT) , Interactive Computer Academy Mararaba, Nasarawa State.

VOLUNTEER EXPERIENCE

- **General Secretary**, NYSC Members at the School of Health Technology, Keffi, Nasarawa state , Nigeria. 2018-2019

COMPUTER SKILLS : **Microsoft Office**(Word,PowerPoint,Access,Excel), **Windows** 7 -10.

Quickbooks.

HOBBIES :Reading, Traveling, Games and Adventures.