**OYERONKE OLABODE**

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***EDUCATION***

2023- Intuit Bookkeeping Academy, COUSERA

2010-Association of Accounting Technicians of West Africa (AATWA), ICAN

2007- B.Sc. Accounting Education, OLABISI ONABANJO UNIVERSITY

***EXPERIENCE***

2019- A&A GLOBAL

* Receiving Clerk
* Inventory Control Associate

2018- SUBWAY RESTAURANT

* Sandwich Artist
* Cash Register Clerk

1998- FEDERAL HOUSING AUTHORITY, LAGOS, NIGERIA

* Cash Office Trainee
* Mortgage Office Trainee

1997- HALLMARK COMMUNICATIONS, IBADAN, NIGERIA

* Clients Sales Office Trainee
* Front Desk Office Trainee

***SKILLS***

* Perform Reconciliations
* Assist with month-end close and journal entries
* Assist with budget and Financial Statements preparation
* Interpersonal Skills
* Proficiency using Microsoft Word, Excel and QuickBooks
* Experience in Mortgage Institution
* Strong attention to details and accuracy
* Knowledge of Accounting Principles and Procedures
* Ability to multitask
* Excellent written, verbal and interpersonal communication
* Regular Attendance

***EXPERIENCE***

* Perform Daily invoicing as part of a team
* Review posted invoices and process adjustments as necessary
* Research invoicing and payment discrepancies, check past due payments
* Draft correspondence for standard past due accounts and collection
* Identify delinquent accounts by reviewing accounts and call delinquent accountholders for payment
* Prepare reports
* Reconcile accounts receivable on a monthly basis