AISHA

AISHA.317397@2freemail.com

 **Summary**

Chartered Accountant and Economist who is detailed oriented, creative, innovative and is able to work with little or no supervision; My training as both has improved and sharpened my organizational and interpersonal skills.

 **Experience**

**Senior Accountant Crescent University - Abeokuta, Ogun, Nigeria** Jan 2014-Feb 2016

* Filling tax return with relevant tax authorities
* Processed vendor’s invoice payments
* Coordinated approval processes for all account payable invoices
* Resolved invoice problems
* Collaborated extensively with auditor during year-end audit process

**Head of Bursary (Ag.) Crescent University- Abeokuta, Ogun, Nigeria** Jun 2013-Jan 2014

* Initiated the process of the computerization of the bursary operations which done manually
* Recommended innovative alternatives to generate revenue and reduce unnecessary cost
* Responsible for the smooth running of the department and had supervisory capacity over other sub accounting departments within the university
* Responsible for preparing monthly progress reports to the management

**Graduate Assistant Crescent University-Abeokuta, Ogun, Nigeria** Feb 2013-May 2013

* Assisted in developing lecture notes
* Organizing student activities
* Mentoring fresh graduates

##  Objectives

* Strong organizational skills
* Expert in customer relation
* Strong analytical and communication skills
* Perceptive, rational and resourceful

 **Education and Professional Background**

**Master of Science**, **Economics (IN View)** Crescent University － Abeokuta, Ogun, Nigeria

**Bachelor of Science**, **Economics** Crescent University － Abeokuta, Ogun, Nigeria 2009

**Senior School Leaving Certificate** Federal Government Girls' College, Oyo, Nigeria 2000

**ACA(Associate Chartered Accountant)** Institute of Chartered Accountants of Nigeria 2012

**AAT(Associate Accounting Technician)** Institute of Chartered Accountants of Nigeria 2005

 **Personal Details**

Nationality Nigerian

Languages Writes and Speaks English fluently, Mother tongue

Hobbies Reading, Writing, and organizing

Computer Proficiency Microsoft office