**DAYO**

Email: [dayo-395451@2freemail.com](mailto:dayo-395451@2freemail.com)

**PROFESSIONAL SUMMARY**



Resourceful Accounting Professional excelling at designing efficient quality control procedures and maintaining sound internal controls. Trustworthy Accountant focused on honouring company ethics and preserving confidentiality. Performance-driven Marketing Manager skilled in creating marketing plans and leading successful product launches, promotions and development. Highly ambitious Accountant with background in sales, marketing, administration and advertising. Expertise in market analysis, forecasting and client needs assessments.

**SKILLS**



 Financial reporting specialist

 Data trending knowledge

 Financial modelling capability

 Fiscal budgeting knowledge

 Cash flow analysis

 Invoice coding familiarity

 Strong communication skills

 Advanced bookkeeping skills

 MS Office Suite

 Self-motivated professional

 Superior attention to detail

 Accounting procedures consultant



 Accounting operations professional

 Account reconciliation specialist

**WORK HISTORY**



01/2009 to 11/2016 **Accountant**

**Nagodo Petroleum & EnergyLimited** – Lagos, Nigeria

 Analysed monthly balance sheet accounts for corporate reporting.

 Generated financial statements and facilitated account closing procedures each month.

 Cooperated with engineering, manufacturing and corporate accounting to verify that quality standards were met.

 Modified a comprehensive financial reporting package to reflect growing organisational complexity.

 Filed tax returns and prepared governmental reports in compliance with strict standards.

 Completed and posted bills, contracts, policies and cheques.

 Worked closely with all product development departments to create and maintain marketing materials for sales presentations and client meetings.

 Developed analysis models to ensure employee benefit plans rollout date deliverables were met.

 Partnered with CFO to create and revise annual budget for Program services.

 Supervised marketing department's monthly analysis of customer acquisition data and campaign performance.

 Developed and executed marketing programs and general business solutions resulting in increased company exposure, customer traffic and sales.

01/2017 to Current **ESL Tutor**

**Tutor ABC** – Taipei, Taiwan

 Educated several students in the basics of English grammar and conversational speaking.

 Gave one-on-one attention to each student while maintaining overall focus on the entire group.

 Worked with an average of 1-6 students per class.

 Attended workshops to learn about student motivation and engaging learning activities.

 Managed several internet-based language programs.

 Administered and graded tests and assignments to evaluate student progress.

 Developed and taught a curriculum to improve students' conversational abilities.

**EDUCATION**



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| 2006 | **Bachelor of Science**: **Accounting** |
|  | **Lagos State University** - Lagos, Nigeria |