BOYLE KASHOPE OLAKUNBI

No 20 , Timothy lane, Rumuola, Port Harcourt.

0703 622 0029 **|** boylekashope@gmail.com

*Financial Services Professional with experience in accounting and procurement services. Experienced in general accounting operations, combined with inherent interpersonal and organizational skills, as well as expert in adhering to regulatory and policy guidelines. Seeking opportunities at innovative and forward thinking organizations.*

# Work Experience

**University of Medical Sciences, Ondo. 2021-Present**

*Senior Accountant (Procurement)*

* Prepare plans for the purchase of equipment, services and supplies.
* Procurement of goods, works and services for the Institution,
* Following and enforcing the Institution’s procurement policies and procedures.
* Reviewing, comparing and analyzing products and services to be purchased.
* Maintaining good supplier relations and negotiating contracts

**Primacare Pharmacy Limited, Port Harcourt 2019- Present**

*Accountant/Procurement Officer*

* Coordinates with internal and external customers to ensure proper product selection and supply chain.
* Negotiates with vendors for improved pricing and delivery.
* Prepare consolidated monthly/yearly financial reports.
* Create and process invoices.
* Manage accounts payable and receivable.

**PrimeWash Ltd, Port Harcourt 2018-2019**

*Accountant*

* Directed and ensured the implementation of internal control and compliance as instituted by management.
* Prepared consolidated monthly/yearly financial reports.
* Negotiated with vendors for improved pricing and delivery.
* Arranged contracts for maintenance and supplies.
* Approved returns for repair or stock balance.

**KEL Technologies Limited, Port Harcourt 2016-2017**

*Accountant/Procurement Officer*

* Negotiated with vendors for improved pricing and delivery.
* Coordinated with internal and external customers to ensure proper product selection and supply chain.
* Arranged contracts for maintenance and supplies.
* Coordinated and maintained all accounting books/records.
* Monitored and maintained the branch's petty cash account.

# Education

**University of Calabar** 2015

*B.Sc. Economics*

**The Federal Polytechnic, Ado-Ekiti** 2010

*OND Business Administration*

# Additional Skills

* Adept with Microsoft Office Suite, Quickbooks and ERP Software
* Financial systems and records
* Tax management
* Payroll, general ledger, journal entries
* Accounts payable and receivable
* Account reconciliation
* Budgeting and budgetary control
* Procurement/ Accounting regulatory compliance

# Professional Memberships

* Member | Association of Chartered Accountants (ACA) 2020
* Member | Association of Accounting Technician (ATS) 2013
* Member | Chartered Institute of Procurement and Supply Management (In-View)