**AMINU SILEOLA ESTHER, B. SC (ACCOUNTING), ACA**

**NO. 21 ODUDUWA STREET, OFF ADEYEMI CAMPUS ONDO, ONDO STATE.**

**TEL: +234 8034464778**

**EMAIL:** **silebright@yahoo.co.uk**

**VISION:**

I am a hardworking and ambitious Accounting Graduate seeking to build a career. I am reliable, likeable, communicative and intelligent. I have a strong drive and appetite which make me work hard to a job done. I work very well as part of a team and I am capable of working alone whenever I am required to do so. I have a great determination to be successful at everything I do and I will not settle for second best.

**SCHOOL ATTENDED WITH QUALIFICATION AND DATES:**

Date of Birth: 10th April, 1984

Sex: Female

Nationality: Nigeria

State of Origin: Ondo

Local Government Area: Ondo West

Marital Status: Married

**RESEARCH QUALIFICATION:**

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| --- | --- | --- | --- |
| **DATE** | **SCHOOL** | **QUALIFICATION** | **YEAR** |
| 2005-2007 | University of Ado Ekiti(Now Ekiti State University) | B.Sc. (Hons) Accounting – 2nd Class Upper | 2007 |
| 2002-2003 | Federal Polytechnic, Ado Ekiti | National Diploma in Accounting – Upper Credit | 2003 |
| 1994-2000 | Igburowo Community High School | WASSCE | 2000 |
| 1989-1994 | St. Mary Primary School, Ondo, Ondo State | Primary School Leaving Certificate | 1994 |

**RESEARCH QUALIFICATION:**

Audit of Computerised based Accounting System.

(A Case Study of Union Bank Nigeria, Ado – Ekiti)

**PROFESSIONAL QUALIFICATION:**

Associate Member, Institute of Chartered Accountant of Nigeria (ACA)

**WORK EXPERIENCE:**

**Name of Organization - Peace Corps of Nigeria, Ondo State Command, Akure.**

Position: - Deputy State Commandant on Finance

Job Description - Responsible for management of the organization cashflow.

 Ensuring enough fund available to meet the day-to-day payment.

Responsible for financial accounting, preparation, reporting, analysis, budgeting and controls.

***Date:*** *-* ***2016 – 2020***

**Name of Organization: Credit Direct Limited (A Member of FCMB Group) Ilesha.**

Position - Team Lead (Sales and Marketing)

Job Description - Supervise daily work of sales staff.

 Weekly, Monthly, Quarterly and annual market Update Report

 Motivate team members to achieve individual and team target.

***Date: - 2014 – 2016***

**Name of Organization: Peace Corps of Nigeria, National Headquarter, Abuja**

Position: - National Accountant

Job Description - Preparation of monthly income and expenditure.

 Updating Cash Book

 Preparation of claims and payment vouchers

***Date: - 2011 – 2014***

**Name of organization: Don – P Communications Ltd, Abuja**

Position - Accountant II

Job Description - Preparation of monthly Turn Over

 Auditing of Sales Representatives.

 Preparation of Cash Book Reconciliation Statement.

***Date: - 2010 – 2011***

**Name of Organization: St. Stephen Anglican Oke – Aluko, Ondo, Ondo State**

Position: - Assistant Accountant

Job Description: - Position of Income and Expenditure

 Preparation of Cash Book and Bank Reconciliation Statement

 Preparation of Final Account

***Date: - 2009 – 2010***

**Name of Organization: Federal Roads Maintenance Agency, Abeokuta**

Position: - **NYSC**

Job Description: - Writing minutes of meetings

 Handling of Correspondence and maintain records.

 Keeping of Office Documents and Records.

**Date: - 2008 – 2009**

**Name of Organization: First Bank of Nigeria Plc, Ado –Ekiti, Ekiti State.**

Position - Accounting and Clearing Officer (Industrial Training)

Job Description: - Clearing of cheques

 Recording of Mails

 Preparation of monthly returns.

***Date: - 2004 – 2005***

**IT SKILLS:**

Good working knowledge of Microsoft word, Excel, and Peach Tree

**REFEERES:**

**Mr. S. O. Olawoye**

Adeyemi College of Education, Ondo,

Ondo State.

08060039353

**Mr. Andrew Kehinde Akingbesote**

Westley University, Ondo

Ondo State.

08034391866

**Mr. Eric Amaefule**

Ikeja Electricity,

Lagos State

08034038167