

BAMISAYE DAMILOLA ESTHER

Ondo City, Ondo State, Nigeria

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PROFILE

A committed fellow who enjoys working with a team in a productive and challenging environment and have a drive to see things through to completion, able to work under a set target, willing and eager to learn new ideas and concepts to acquire the necessary knowledge and experience that will enable me add value and contribute immensely to the Institution's growth and development.

EDUCATION

Obafemi Awolowo University, Ile-Ife, Osun State, Nigeria.

Bachelor of Science (B.Sc.) in Accounting (Second Class Upper). 2015 - 2020

PROFESSIONAL QUALIFICATION

The Institute of Chartered Accountants of Nigeria (ICAN).

Associate Chartered Accountant (ACA). 2024

SKILLS

- Proficiency in the use of Microsoft Office.
- Analytical and problem-solving skills.
- Knowledge of Admon (Accounting) software package.
- Ability to achieve set goals.
- Ability to work and deliver results.

WORK EXPERIENCE

University of Medical Sciences, Ondo City, Ondo State.

September, 2022 – Date

Bursary Department, Accountant (Payroll Administration)

Responsibilities and Experience:

- Preparation of payment vouchers, schedules and documents relating majorly to the Payroll unit.
- Preparation of monthly payroll using the Admon (Accounting) software package.
- Assisting with the preparation of payroll and checking of variations for correctness.
- Assisting with working on the staff monthly confirmation schedules.
- Filing of documents.
- Attending to staff and those that need information and documents from the Payroll unit.
- Other duties as assigned.

University of Medical Sciences, Ondo City, Ondo State.

June, 2021 - April, 2022

Bursary Department, National Youth Service Corps (NYSC) Member (Credit Control)

Responsibilities and Experience:

- Preparation of Payment Vouchers on reimbursement, refund.
- Receiving memorandums, documents, recording them and dispatching.
- Assisting other units in the department with their duties.

INTERESTS

- Involving in art works and musicals.
- Sightseeing, travelling.