

MARIAM OMOTOLA LAWAL

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CAREER OBJECTIVE

To work effectively and efficiently, to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.

PERSONAL PROFILE

- ❖ Possesses good written, interpersonal and communication skills, able to work well on own initiative and also enjoys being part of, as well as managing, motivating and training a successful and productive team.
- ❖ Accountant with four years of experience in account reconciliations, streamlining accounts, and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high-quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning.
- ❖ Possesses a combination of skills, qualities, and attributes that contribute to Effective Communication, Organizational skills, Problem-solving, and Customer Satisfaction. Such as; Empathy and Patience, Time management, Positive Attitude, Attention to details, Reliability and Continuous Learning.
- ❖ A dedicated leader with the ability to lead effective teams in attaining profit improvement.
- ❖ Thrives in highly pressurized and challenging work environment.

INSTITUTION WITH DATE:

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| Kwara State Polytechnic, Ilorin | 2017 – 2019 |
| Kwara State Polytechnic, Ilorin | 2012 – 2014 |
| Shamshudeen Muslim School, Ilorin. | 2006 – 2012 |
| Precious International Nursery/Primary School, Ilorin | 2000 – 2006 |

ACADEMIC QUALIFICATION OBTAINED WITH DATE:

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| Higher National Diploma (HND) in Accounting | 2019 |
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| National Diploma (ND) Accounting | 2014 |
| Secondary School Leaving Certificate (SSCE) | 2012 |
| First School Leaving Certificate | 2006 |

WORKING EXPERINCE:

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| <i>McGeorge Consulting Ltd</i> Post Held: Account Officer | <i>2023-Till Date</i> |
| <i>Niko Pat & Co.</i> Post Held: Accountant | <i>2022-2023</i> |
| <i>Havens HealthCare Agency</i> Post Held: Customer service Representative | <i>2021-2022</i> |
| Radio Kwara Station, Ilorin Post Held: Administrative Clerk | 2014 -2017 |
| Ashuuran School, Ilorin Post Held: Teacher (NYSC) | 2019 |

COMPUTER SKILLS:

- ✓ Microsoft word; Very good
- ✓ Excel; good
- ✓ PowerPoint; good
- ✓ Outlook; good

SKILLS:

- ✓ Good personal relationship with people
- ✓ Hard working
- ✓ Reliable, Trustworthy and Dependable
- ✓ Enthusiasm
- ✓ Ambitious
- ✓ Confident
- ✓ Honesty
- ✓ Flexible
- ✓ Time Management
- ✓ Fast Learner

HOBBIES

- Reading
- Intellectual conversation.
- Dancing and listening to music.

LANGUAGE SPOKEN

English and Yoruba