



Eniola Ajibode

Phone: (+356) 79654915 (Mobile) | **Email address:** eni.ajibode@gmail.com | **Address:**
Żebbuġ, ZBG2013, Zebbug, Malta (Home)

● OBJECTIVE

About me

Accounting graduate (BSc) with over 3 years of experience in administrative support and accounts support. Proven track record of accuracy in processing invoices, managing ledgers, and resolving complex billing queries. Recently relocated to Malta and currently pursuing Masters in Entrepreneurship, bringing a proactive, solution-driven approach to enhancing efficiency.

● EDUCATION & TRAINING

20/04/2025 - Current - FLORIANA, MALTA

MASTERS IN ENTREPRENEURSHIP- ASCENCIA MALTA BUSINESS SCHOOL

Level in EQF: 7

04/01/2016 - 12/04/2021 - LAGOS, NIGERIA

BSC ACCOUNTING- LAGOS STATE UNIVERSITY

Level in EQF: 6

● WORK EXPERIENCE

06/05/2024 - 30/03/2025 - LAGOS, NIGERIA

ACCOUNTING ASSISTANT PROPHE TECHNOLOGIES

- Monitored and reconciled daily digital wallet transactions, identifying discrepancies and escalating billing issues to technical finance teams for resolution.
- Processed customer transaction adjustments and ensured accurate recording of refunds and payment reversals in the internal ledger system.
- Acted as the primary point of contact for billing inquiries, resolving complex payment disputes to ensure the timely settlement of client accounts.

01/11/2021 - 22/04/2024 - LAGOS, NIGERIA

ACCOUNTING ASSISTANT PLUGS4KINGS

- Managed Accounts Receivable processes, ensuring accurate invoicing and timely verification of customer payments
- Reconciled daily sales transactions against bank deposits and maintained up-to-date client account ledgers.
- Conducted regular inventory audits in coordination with warehouse teams to ensure stock records matched financial reporting.

01/09/2020 - 31/10/2021 - LAGOS, NIGERIA

ADMINISTRATIVE ASSISTANT KAROUNWI ENTERPRISE

- Supported the finance and operations departments by maintaining accurate ledgers of invoices, receipts,

and client payment documentation.

- Assisted in the preparation of weekly operational reports and organized financial filing systems to ensure easy retrieval for audits.
- Reconciled wholesaler and retailer orders against delivery notes to prevent inventory and financial discrepancies.

● **CERTIFICATIONS**

UTIVA

Project Management