

OLAIYA .O. JOSEPH

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CAREER PROFILE:

My career objective is to be part of a well – managed, dynamic and innovative organization where my potentials will be optimally utilized to impact positively on such organization.

PERSONAL INFORMATION

Sex:	Male
Date of Birth:	20th September, 1990.
Nationality:	Nigerian

WORK EXPERIENCE

AVERTI PROFESSIONAL MANAGERS

FEB 2019 – TILL DATE

Position: Qualified Trainee.

Averti Professional is an Auditing firm which renders Auditing services, taxation services and consultancy for firms.

As a qualified trainee, I have been privileged to carry on diverse job functions which are listed below:

- Preparing the Audit Planning Memorandum for Clients.
- Going for Field work as regards the audit assignment.
- Preparation of Clients Management Letter.
- Preparation of Financial Statements for Clients
- Attend and participate in various management meetings.
- Attending and participating in Pre-Audit meetings.
- Ensure that documents are properly filed.
- Partake in stock taking for store records review and ascertainment of correctness of records.
- Conduct Statutory Audit in compliance with International Financial Reporting Standards (IFRS), International Standard of Auditing and Nigerian Regulatory Framework.
- Perform walk-throughs to understand financial Reporting systems and to identify internal controls that reduce the risk of material misstatement of Financial results.
- Ensure accuracy of supporting schedules provided by the client and appropriately agree them to the account balances.

GOLDEN PREMIUM ASSOCIATES LIMITED

AUG 2017- TILL DATE

Position: Lecturer (Strategic Financial Management)

Golden Premium Associate Limited is a center for learning. It engages in grooming students from ATS level to Final level of Institute of Chartered Accountant of Nigeria (ICAN).

STERLIN BANK PLC
Position: Marketing Officer

JUN 2014 – APR 2016.

As a marketing officer, I have been privileged to carry on diverse job functions which are summarized below:

- Preparation and presentation of management financial statements.
- Liaising and Networking with a range of customers.
- Opening Arsenal sterling bank account
- Maintain customer data base
- Attend and participate in various management meetings.
- Ensure that documents are properly filed.

MOJE HIGH SCHOOL ERIN-ILE, KWARA STATE.

NOV 2012 – OCT 2013

Position: NYSC Trainee
Taught Business studies and Commerce

SKILLS/PERSONAL QUALITIES

- Strong interpersonal relations skills.
- Superior problem-solving skills.
- Excellent oral and written communications skills.
- Ability to in making possibilities a reality and also ensuring that I am involved in meeting set targets.
- Open to continuous improvement whilst taking on new challenges.
- Excellent team player.
- I possess a high level of emotional intelligence as I show empathy to my junior colleagues, flow in line with the heartbeat of my Superior and also contribute a great deal to the advancement and fulfillment of stated objectives.
- Vast knowledge of IFRS implementation and compliance.

CAREER ACHIEVEMENT(S)

- Carried out a project study on the attitude of Investors towards the acceptance of international financial reporting standards. (September 2012).

PUBLICATION(S)

- The Contributions of Multinational Corporations in the Nigeria Oil & Gas Industry. Case Study of Shell Petroleum Development Co

EDUCATIONAL QUALIFICATION

<u>Institution</u>	<u>Qualification</u>	<u>Date</u>
▪ Bowen University Iwo, Osun State	B.Sc (Economics) (Second Class Lower Division)	2008 – 2012
▪ Baptist Model High School, Ijegan.	Senior Secondary Certificate	2000 – 2006

PROFESSIONAL QUALIFICATION(S)

- Associate Member of the Institute of Chartered Accountant of Nigeria (ACA)
- Daystar Leadership Academy 2014-2015

COMPUTER SKILLS

- MS Word, Office, Excel, PowerPoint, Web browsing
- Sage 50, Peachtree, Quickbook (Accounting Package)

AREAS OF INTEREST

- Accounting and Finance.
- Research

HOBBIES

- Sports: Enjoy playing and watching football, playing indoor games such as Chess and Scrabble and reading novels.

REFEREES:

Available on Request