

OLASUNKANMI AYODEJI ISIAH

2, ALAPATA ESTATE; OFF ABA-ODO ROAD OLODO IBADAN, OYO STATE, NIGERIA
HOME: 08034338083, 09027314139 – hephzibah0316@gmail.com

Summary

Results-oriented and thorough Accountant adept at applying innovative, entrepreneurial thinking to creatively identify and resolve issues in a timely manner. Offer a balance of strong attention to details and expertise in conceptualizing the bigger financial picture.

Highlights

- Strategic planning and Management
- Proficient in Microsoft Excel and Word
- Strong Power Point Analytics
- Integrity, Transparent and Honesty
- Valued Team Player
- Good Interpersonal Relationship
- Presentation of Data

Experience

Accountant

Jul 2018 – August 2019

SPECTRA INDUSTRIES LIMITED, Lagos.

- Analyze and present financial report in an accurate and timely manner
- Ensure taxes are computed, prepared, paid, and filed properly and timely
- Manage organizational cash flow, budgeting, forecasting, and planning process; monitor progress and changes and keep senior leadership abreast of the organization's financial status
- Suggest ways to reduce cost, enhance revenue and improve profits
- Prepare Staff Payroll
- Manage all aspect of Procurement, Account Receivables, Account Payable and billing including product pricing, bills, invoicing clients bills, ensuring accuracy of each bills and proper classification, accurate posting, preparing cheques when needed, and maintain accurate and comprehensive records of each day's transaction.
- Perform other accounting, financial, or administrative task as may be required from time to time
- Timely Preparation of VAT and remittances of PAYE as at when due

- prepare and process electronic transfers and payments
- Maintaining of accounting books using QuickBooks Accounting software.
- Raising and posting of invoices through Quick book
- Update and Maintain accounting journals, ledgers and other records detailing financial business transactions (e.g.; assets, disbursements, expenses, vouchers, receipts, account payables and receivables, etc.)
- Follow up on Sales for Debt recovery
- partake in annual audit process, liaise with external auditors and supervisors to assess any changes necessary
- Monthly Bank Reconciliations
- Raising LPO and payment to Vendors
- Keep information confidential and secure

Account Officer

May 2015 – May 2018

Bellpoint Energy Limited, Victoria Island, Lagos

- Manage the month end closing calendar to ensure reporting timelines are met
- Timely and accurate data entry on BUSY Software.
- Coordinate with management and staff to prepare budgets.
- Ensure compliance with organizational guidelines and procedures, and federal and state regulations.
- Booking of non-trade invoices as at when received.
- Resolve account payable and receivables issues or queries.
- Accurately perform daily and monthly reconciliations of cash and bank transactions.
- Assist in financial and tax audits, general ledger preparation.
- Preparation of schedules to support internal and external audit exercise.
- Assist in the monthly Preparation of Financial statements.
- Ensure that taxes are computed, prepared, paid and filed properly and timely.
- Handling of LC documentations.
- Processed cheque-run and daily bank deposits.
- Daily book keeping which involves payment vouchers, keeping files and other records
- Handling of Petty cash transactions
- Prepare and monitor budget, as well as provide analysis compared to department expense report
- Prepare Staff Payroll.
- Applied payments to merchants' accounts and updated billing information.
- Ensure proper compliance and adherence to all appropriate regulations, policies.

- Reconcile records with internal company employees and management, or external vendors or customers.
- Handled sensitive information in discrete and careful manner.

Account Officer

August 2014 – May, 2015

FollyFoye Global Concept, Ilorin Kwara State.

- Preparing Schedules for Statutory Payments/Remittances
- Execution of approved treasury payments for each week by preparing payment vouchers and ensuring cheques are signed off for the week
- Lodging of all cheques and payment instructions to ensure prompt payment to suppliers and staff
- Daily book keeping which involves payment vouchers, keeping files and other records
- Handling of Petty cash transactions
- Daily posting of transactions
- Proper reconciliation of cash flow to bank by carrying out a proper reconciliation audit
- Maintaining the required stock levels of stocks
- Monitoring and analyzing stock levels
- Ensuring Stock availability
- Liaising with managers to ensure special offer products are available
- Forecasting stock replenishment
- Reconciling weekly, monthly and quarterly stock takes and prepare stock report respectively
- Working closely with retail management in developing new processes to ensure optimal stock control and great product availability
- Communicate regularly with logistic team on movements and storage of stocks.

Education

Management &Accounting (2nd Class- Upper division) 2012

Ladoke Akintola University of Technology – Ogbomoso, Oyo, Nigeria.

Oladipo Alayande School of Science Oke bola Ibadan. 2004

SSCE (Senior School Certificate Examination)

Interests

Financial Accounting, Strategic Management, Auditing, Reading and Travelling

Professional Affiliation/Certifications

Associate Member – Institute of Strategic Management of Nigeria (**ISMN**) **2014**
Professional Certificate in Project Management (**CUPE, UNITED KINGDOM**) **2013**
Certificate in Information and Communication Technology (**LAUTECH**) **2007**
ICAN Skills level - In view

Personal Information

Sex: Male	Date of Birth: 16 th March 1989
State of Origin: Oyo State	Local Government: IBADAN NORTH-EAST
Marital Status: Single	