

OSAJI DONALD AFAM

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CAREER OBJECTIVE

To work diligently in an environment that is result-oriented, where challenges abound with adequate reward for labor. To build commitment to good ideas, recognize cultural differences and work effectively with people of diverse background and nationality.

EDUCATION

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| Lagos State Polytechnic, Ikorodu Lagos Higher National Diploma, Accounting | 2012 |
| Lagos State Polytechnic, Ikorodu Lagos National Diploma, Estate Management | 2005 |

EXPERIENCE

AWOYEMI & PARTNERS

May 2013 - Present

Accounting Officer

- Ensures general ledger, subsidiary ledgers, and other financial records and schedules are accurately maintained.
- Institutes procedures capable of protecting the business resources against waste, fraud, and inefficiency.
- Maintains procedures to establish tight control over cash transactions.
- Ensures timely follow up of accounts receivable and payable.
- Payroll and petty cash management.
- Implements and forecast preparation schedule by collecting relevant business data and projections from the line departments and provide relevant analyses and feedback.
- Provides support, service and advice in all finance matters to the company's management.
- Exercises, accounting & physical controls as per laid down procedures and asset management. In addition, exercise controls on other purchases and services.
- Maintains an effective involvement and understanding of the business in order to contribute to key business decisions
- Evaluates opportunities and assists the M.D in the formulation of business and financial strategies and plans for growth.
- Monitors the business operations of the company for better cost optimization

Johnest Farms, Moniya Ibadan (Poultry)

April 2011 – May 2013

Auditing/Inventory Officer

- Monitored all customer queries and ensure timely response to all issues
- Participated in all team trainings and meetings
- Stock counting (eggs and feeds)
- Sorting incoming/outgoing stock
- Stock update/maintenance, inventory management.
- Invoicing, handling accounts payable/receivable.
- Documented and maintained all records of customer activities and provide updates as required.

OLAOLU AYODELE & Co**August 2008 – March 2011****Audit/Account Officer**

- Assisted in overseeing the preparation of periodic financial statements.
- Oversaw day to day running of finance function of the management
- Maintained financial ledgers and accounting processes.
- Produced on timely basis, the regulatory reports and filings.
- Assisted in building strong interrelations with customers.
- Prepared quarterly reports for the M.D.
- Prepared financial analyses and cash flows.
- Filed tax returns, filings and remittances (VAT, WHT, CIT etc.)
- Facilitated yearly audit of financial statements
- Related with the regulators, tax authorities, auditors and consultants

BOC GASES NIGERIA PLC**January 2007 – February 2008****Accounts and Audit Trainee**

- General office maintenance and filing systems
- Acquisition of basic accounting skills, and financial recording
- Carrying out other duties assigned, occasionally and periodically.

ACHIEVEMENTS AND CERTIFICATES

Successfully assisted in the audit of 2011 Financials within shortest time.

Ensured timely, accurate reporting and delivery

SKILLS AND STRENGTHS

Languages: English (fluent); Yoruba (fluent), Igbo (fluent)

Customer Service Management

Microsoft Office

Character and Personal Qualities: Excellent interpersonal skills; Fast learner; Ability to work under pressure and with little or no supervision; Tech savvy

HOBBIES AND INTERESTS

Reading | Networking | Traveling | Innovation and Creativity | Brainstorming within teams.

REFEREES

Available on request.