

AIYEMO OLUWASEYE ADEOLA, Bsc, ACA

Contact: +234-8057895828, 8161173490 | E- Mail: Seyyaiyemo@gmail.com

Plot 844 Williams Berry Close, Off Oyeboode Strret, Omole Phase 2, Berger, Lagos

PROFESSIONAL ACCOUNTANT

CAREER SUMMARY

- An astute, diligent finance professional offering a rich blend of accounting, administrative and leadership talents gained from 5+ years of experience
- An effective and articulate communicator who quickly builds and nurtures excellent working relationships with external contacts (bankers, insurance companies, representative, vendors, external auditors, contractors, etc.)
- Have directed all areas of financial reporting from review of original account entry to budget preparation and variance analysis - Gained expertise in Income Tax Calculations, Import Export Operations, Excise / Service Tax Handling.
- Ensured finance goals, objectives are adhered by prudential financial management systems and facilitated sound business decisions to senior key members
- Sound knowledge of drafting accurate management report and statement preparation of data for Board/ Annual General Meeting & as required with consulting services company for ROC & CA for Finance & Accounting Treatment

□ **Expertise includes: -**

Financial Management	Contracts / Procurement	Internal Control / Audits	IFRS Compliance
Financial Reporting	Budgets Management	Financial Statements	Sales Order Completion
Costing	Cost-Control	Accounts Reconciliations	Leadership Skills
Financial Analysis	Forecasting	Payroll Management	Team – Builder
Risk Assessment	Stock – Controls	Fund Flow Management	Time – Management
Due Diligence	Taxation	Process Improvement	Communication Abilities
			Advance Excel

PROFESSIONAL WORK EXPERIENCE

Spectrum Books Limited as Senior Accountant: October 2019 – Present

Spectrum Books Limited as Warehouse Control Manager: April 2017 – September 2019

Adebisi Oderinde & Co as Audit Senior & Tax Analyst: July 2014 – April 2017

TTMW Services Nigeria Limited as Account Officer: March 2013-April 2014

AREAS OF EXPSOURE

Accounting Responsibilities

- Review working papers for accuracy and completion and financial statements for suitability of presentation and adequacy of disclosures, tax returns, and documentation
- Reconciliation of customers, marketers and debtors online and POS payment
- Reconciliation of Sundry Debtors and sundry Creditors with ageing
- Recovery from Debtors and Payment to Creditors & Bill passing of Vendors, Suppliers
- Reconciliation of general ledger, posting of journal Entry and ensure trial balance scrutiny
- Manage fixed Assets (Register, Depreciation schedule)
- Handle banking work relating to Bank guarantee, letter of credit, shipping remittance etc. and other exportation related bills.
- Keep customers account manager apprised of the progress of the engagement, consult with them on problem areas, review with them any significant findings, and recognize client service opportunities to follow-up on post fieldwork

Analytical Support

- Use the monthly financial statements, variance reports and other standard monthly, weekly or daily reports to analyze financial and operating results to support the region in managing the business

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Import / Export

- Responsible for managing movement of goods / equipment as per organizational guidelines and comply with the local procedures
- Handle all goods shipment documentations, payment and follow-up with the company's agent regarding delivery

Income Tax Management

- Performed several tax audits as third-party contractor to FIRS & LIRS respectively.
- Audit of several bank withholding tax on interest
- Calculation of all statutory deduction, timely remittance and filling of annual return.
- Ensure appropriate tax management system to ensure minimal tax exposure
- Computation and critical review of the company's income tax VAT and PAYE.

External & Internal Audit

- Coordinate statutory audits and closing accounts of respective auditing clients' accounts; evaluating the internal control systems with view to highlight shortcomings & implementing recommendations.
- Reviewing the implementation procedures of planned & management activities towards the completion of internal & statutory audits within appropriate time.
- Exploiting expertise in audit planning and design, conducting audits, improving practice of audits and champion risk management, implementing the audit recommendation and providing quarterly internal audit report to Audit Committee.

Financial Planning and Analysis

- Conduct monthly analysis of income statements vs. budget and provide associated recommended action plans to budgets and execute timely adjustments to the operations
- Assist senior leaders in forecasting of revenues and expenses down to project team, department, office, or regional profitability
- Provide support during yearly budgeting process. Consolidate and submit office and regional data as required supporting the company budget planning and forecasting processes

ERP Implementation / Management

- Coordinate the process of the entire purchase circle and ensure all items are properly captured to the ERP
- Review the bill of material for production of goods by the production department
- Reviewed the workflow process of generating sales invoice for an approved extra ordinary sales order, this led to the design of concrete process and operational workflow.
- Interfaced with the ERP contractors, relates all operational issues and challenges with the ERP Contractor and Supervised the customization of the ERP to suit the company's specifics

Inventory Management

- Responsible in making Goods Inward Report, Receiving Report
- Diligently making inventory statement, reconciliation of physical stock / book stock
- Responsible to make Stock Statement

EDUCATIONAL & PROFESSIONAL QUALIFICATION

- ✓ Certified Information System Auditors (CISA) In View
- ✓ Chartered Institute of Taxation of Nigeria (CITN)
- ✓ Institute of Chartered Accountant of Nigeria (ACA)
- ✓ B.sc, Accounting – Ekiti State University, Ado-Ekiti (2012)

PERSONAL INFORMATION

- Marital Status: Singles
- Languages: English, Yoruba
- Sex: Male
- Religion: Christian