

# ADELEKE ISIAQ ARISEKOLA

## PROFESSIONAL SUMMARY

Goal focused and highly dedicated Accountant with record of accurate financial reporting, accustomed to working with all types of personalities in busy office settings. Knowledgeable in Accounting areas, offering over 3 years successful career history.

## EMPLOYMENT HISTORY

**Kelan Merchantile Ventures,** January 2020 – Present

Ibadan, Oyo State.

**Position:** Accounting Analyst

### Main Duties:

- ❖ Preparation of Budget and Performance Analysis.
- ❖ Preparation of Income Statements.
- ❖ Payroll Administration.
- ❖ Inventory Management.
- ❖ Reconciliations.
- ❖ Provisions of Supports for Internal and External Audit.

**Altara Credit Limited,** June 2019 – Dec. 2020

Ibadan, Oyo State.

**Position:** Accountant

### Main Duties:

- ❖ Disbursement of Funds to Various Units.
- ❖ Expense Tracking.
- ❖ Reconciliations.
- ❖ Preparation of Operating Expenses, Capex & Opex.
- ❖ Preparation of Budget and Performance Analysis.
- ❖ Revenue & Purchases Mark-Up & Margin for the Month.
- ❖ Payroll Administration.
- ❖ Creating, Improvement and Implementation of Processes.
- ❖ Provisions of Supports for Internal and External Audit.

**Delta State College of Education,** April 2018 – March 2019

Mosogar, Delta State.

**Position:** Account Assistant

## Personal Info

### Address

No. 29, Alasepe Community,  
Bako, Omi Adio,  
Ibadan,  
Oyo State.

### Phone

08143333772

### E-mail

[adeleke.isiaq.arisekola@gmail.com](mailto:adeleke.isiaq.arisekola@gmail.com)

### LinkedIn

<https://www.linkedin.com/in/isiaq-adeleke-11211316>

## Skills & Competences:

Proficient in Microsoft Office suite.

Analytical Skills

Time management.

Confidentiality.

Good interpersonal relations

Leadership skills.

Possess integrity.

Good communication skills.

Analytical & qualitative thinking to produce the right decision.

Ability to carry out assigned duties efficiently & effectively, work without supervision.

**Main Duties:**

- ❖ Receiving of payment tellers and Issuing of payment receipts & Passing of Tellers.
- ❖ Recording of transactions in ledgers & Journaling.
- ❖ Entering and Handling of receivables (Special Advance).
- ❖ Preparing of Daily and Monthly Internally Generated Revenue (IGR).
- ❖ Preparation of Cash Books and Reconciliations.
- ❖ Provisions of Supports for Internal and External Audit.

**Olorunda Local Government,**

March 2011 – August 2011

Osogbo, Osun State.

**Position:** Intern

**Main Duties:**

- ❖ Handling of Payment Vouchers.
- ❖ Recording of Vouchers in ledgers.
- ❖ Reconciliation.
- ❖ Administrative functions.

**ACADEMIC HISTORY WITH QUALIFICATION**

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**HND in Accountancy**

2015 - 2017

Interlink Polytechnic,

Ijebu Jesa, Osun State.

**ND in Accountancy**

2013 – 2015

Interlink Polytechnic,

Ijebu Jesa, Osun State.

**PROFESSIONAL CERTIFICATION**

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Institute of Chartered Accountants of Nigeria, 2020 – In View

**PROFESSIONAL TRAINING, SEMINAR AND WORKSHOP**

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- ❖ The Financial Impact of COVID-19: Potential audit challenges, fraud risk to watch out for and disclosure requirements.
- ❖ Insolvency and Corporate Re-Engineering.
- ❖ Business Rescue Post COVID-19: The Role of Insolvency Practice.
- ❖ Year-end Financial Reporting and Regulatory Matters.

**Hobbies:**

Listening to News

Listening to Music

Watching Football Games

**Referees:**

**Available on request**