

# Egbeleke Ifeoluwa Israel

House 4 , Road 7b , Omolayo,  
Akobo, Ibadan

07053612869



08062526544

ifeoluwaegbeleke@gmail.com



To deploy and develop my professional career in your reputable organization using my potentials and professional qualities to achieve corporate goals and excellence in quality and service.

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## Skills

- Good Communication (Written& Verbal)
- Interpersonal Skill
- Numeracy & Analytical skill
- Problem Solving& Learning Skill
- Strong Work Values
- Team work
- Confidence
- Good Organizational Skill
- Good Computer / Technical Literacy Skill

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## Experience

**Account Officer**/JTI Farms, Saki  
*January 2022 – June 2022*

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**Audit Senior**/KunleEgbeleke& Co. (Chartered Accountants), Abuja  
*September 2020 – December 2021*

**Outline:** Oversee and Develop Junior Audit Staff’ s, Provide recommendations to Management for improvement of Policies & Procedures.

## Key Responsibilities:

- Identify risk matters to the Business
- Schedule, plan and Complete risk based internal audit
- Report and present findings to the Business
- Ensure adequate Business Compliance with Regulations,
- Understand the Commercial Objectives of the Business,
- Supervise & Develop Junior Audit Staff’ s,
- Review & Prepare Audited Financial Statements, Management Accounts & Reports, Trial Balances, Financial Statements, all Books of Accounts, Audit plans & procedures.
- Ensure Proper Tax Computations & Filings.

**Finance Assistant/** Excellence & Friends Management Consult Limited (NGO), Abuja  
*August 2019 – August 2020*

**Outline:** Maintaining up to date financial records.

**Key Responsibilities:**

- Preparation of payment voucher, register of payment vouchers and other payment requests received, ensuring valid documents and obtaining authorization and approval
- Preparing cheques based on approved payment vouchers and cheques for signatories.
- Facilitating the movement of memos and payment vouchers.
- Providing assistance to Finance Manager on job related issues
- Preparation of appropriate documentation for banking transactions (bank draft, transfers, cheque books etc)
- Support in reconciling the cash book with bank statement
- Perform other role as may be assigned from time to time

**Audit Junior/** Kunle Egbeleke & Co. (Chartered Accountants), Abuja  
*March 2017 – July 2019*

**Outline:** Prepare monthly and yearly financial statements.

**Key Responsibilities:**

- Prepare financial statement
- Prepare Fixed asset schedule, cash books, trial balances, audited financial statements, management reports & accounts
- Record & Update all Ledgers and Books of Accounts.

**Audit Trainee(NYSC) /Kunle Egbeleke & Co. (Chartered Accountants), Abuja**  
*January 2016 – March 2017*

**Outline:** Prepare books of account.

**Key Responsibilities:**

- Preparation of Payment Vouchers and Memos.
- Book Keeping (Cash book, Journals).
- Maintenance of source documents for preparation of firms account.
- Extraction and Reconciliation of Bank statements and Cash book.
- Prepare financial statement
- Customer Care & Client Enquiry

**Accountant/ Inventory Officer /J J Agro Chemical Ventures, Saki, Oyo State**  
*August 2015 – November 2015*

**Outline:** Make sure all Inventories are properly accounted for on a Daily Basis and also the necessary Books of accounts are kept up-to-date.

### **Key Responsibilities:**

- Goods requisition, Regular Inventory Count, Receive Orders,
- Record Debtors & Creditors
- Maintain Receipts
- Prepare Sales Book
- Prepare Cash Books
- Reconcile Bank Statements
- Prepare Vital Books of Accounts.

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### **Projects**

Audit Team Member: ECOWAS Staff Mutual Credit Union Audit Exercise.  
International Community of Women Living with HIV (ICW)  
West Africa (NGO) Audit Exercise  
Tulsi Chanrai Foundation Audit Exercise (NGO) Audit Exercise.  
Society for Women Development & Empowerment of Nigeria  
(SWODEN) Audit Exercise (NGO)  
Firmcare Diagnostic & Medical Services Audit Exercise.  
Independent National Electoral Commission Procurement Audit  
Exercise  
Federal Ministry of Interior Audit Exercise  
Transmission Company of Nigeria Audit Exercise

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### **Volunteering Experience**

**Team Member / Dear Girl Foundation, Abuja (NGO)**

**Team Member / Irelief Nigeria, Abuja (NGO)**

**Team Member / Women Trafficking & Child Labour Eradication Foundation,  
Abuja**

**ADHOC Staff / Independent National Electoral Commission (INEC), Abuja.  
2015 General Elections.**

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### **Education**

JULY 2015

**Bachelor of Science in Economics / Ekiti State University, Ado-Ekiti, Ekiti State**

JULY 2009

**Senior Secondary School Certificate** / Sharon Rose Schools & Colleges, Saki, Oyo State

AUGUST 2003

**First School Leaving Certificate** / Christ Anglican Primary School 1, Saki, Oyo State

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### **Training**

NOVEMBER 2021

**Student Member (Skills:217082)** / Institute of Chartered Accountants of Nigeria (ICAN), Nigeria

A Professional Training in Accounting.

DECEMBER 2002

**Fundamental of Information and Computer Management Systems** / Oyo State Agricultural Development Programme, Saki

**Computer Proficiency Training** in Computer Hardware/Software, Corel, Microsoft Word and Microsoft Excel

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### **Activities**

Learning, Travelling, Driving, Playing Golf and Watching Football

**Certifications:** Certified Teacher (TRCN), Computer Proficiency.

**Competencies:** Good use of Computational / Analysis Tools: Microsoft Excel, Microsoft Word, Microsoft Power Point, Advanced Excel, SPSS and Accounting Softwares (Quick Books, Sage, Audit Mate).

**Language Proficiency:** English and Yoruba.

**Nationality:** Nigerian.

**Gender:** Male.

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### **References**

*Available on Request.*