



# SANYAOLU, TAOFECK ADEBARE

Address: 8, Tim-Carol Street, Old-Ife road, Salawu community Ibadan, Oyo state.

Phone: +2348174261930, +2347064639308

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## Career Objective

To work in a well-structured organization where hard work, competence, merit dedication to duty are highly rewarded and staff training is geared towards corporate objectives for attainment of professional excellence.

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## Skills and Competences

- ❖ Proficiency in SAP FI, SD & MM module utilization.
- ❖ Proficient in the use of Microsoft Dynamics Navision 365 ERP.
- ❖ Advanced level MS Office applications.
- ❖ Solid understanding of basic accounting principles, Order-to-cash cycle and Procure-to-pay process.
- ❖ Monthly Bank Reconciliation- reconciliation of Bank GLs with Bank statement
- ❖ Local and foreign vendors Account Reconciliation.
- ❖ Customers Account Reconciliation.
- ❖ Intercompany Reconciliation
- ❖ Proven ability to calculate, post and manage accounting figures and financial records.
- ❖ Data entry skills along with a knack for numbers.
- ❖ High degree of accuracy and attention to detail.
- ❖ Excellent numerical, analytical and problem-solving skills
- ❖ Excellent written and verbal communication skills.
- ❖ A Good team player, target driven and result oriented.
- ❖ Integrity, good interpersonal relationships skills, self-confident, creative and good listener.

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## Work Experience

### ***Oriental Foods Industries Limited, Ibadan.***

#### ***Bank Reconciliation and Receivable Manager***

*Jan. 2023 – Till Date*

#### ***Responsibilities as Reconciliation Manager:***

- ❖ Preparing, reviewing, and analysing the bank reconciliation report and all supporting schedules and related reports for both statutory and management, and the periodic reconciliation and maintenance of all assigned accounts.
- ❖ Supervise the works of subordinates consistent with assigned work duties and expected reports, and checking if assigned tasks are properly done and executed based on the procedures and accounting policies.
- ❖ Monitor, verify, and approve within limit, transaction movements of all accounts of Bank Reconciliation Team, journal entries of the reconciliation and accounting adjustments.
- ❖ Provide and coordinate with the auditors, for the schedules of cash accounts and other related accounts, and other audit requirements for external financial audit.
- ❖ Collaborate with the team, other groups and departments, for any concerns, projects or initiatives.
- ❖ Participate in the development and implementation of goals, policies, and procedures related to accounting services and operations.
- ❖ File and maintain accounting records and reports of the group.
- ❖ Perform other functions that may be assigned from time to time.

#### ***Responsibilities as Receivable Manager:***

- ❖ Conducting credit checks on new and potential customers.
- ❖ Implementing debt collection policies and regulations of the company.
- ❖ Implementing deadlines for invoicing and payment collection.
- ❖ Monitoring the invoicing and money collection processes.
- ❖ Ensuring the timely collection of payments.

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- ❖ Negotiating with customers in cases when non-payment occurs.
  - ❖ Preparing monthly feedback reports on payment collections.
  - ❖ Keeping records of invoices, deposits, and all correspondence regarding payment collection.
  - ❖ Analysis of the Account Receivables Ageing Report to clean-off and maintain accuracy of sub-ledger.
  - ❖ Coordinate with sales team, warehouse and QC teams in case of short payments from customers to understand causes of the same, and pass the necessary adjustment credit notes with necessary approvals.
  - ❖ Follow up on overdue invoices and payments and implement company collections procedures as necessary.

## ***Oriental Foods Industries Limited, Ibadan.***

*Account Payable Manager*

*July 2022- Dec. 2022*

### ***Responsibilities:***

- ❖ Manage the receiving, processing and timely payment of vendor invoices and expense claims while considering the application of relevant statutory deduction like WHT etc.
- ❖ Maintain good relationship with all the suppliers and ensure payments are made in line with the payment terms agreed with suppliers.
- ❖ Monthly reconciliation of key suppliers account, and ensure all issues and discrepancies are resolved.
- ❖ Maintain regular reconciliation with all suppliers and Inter-company accounts.
- ❖ Reconciled general ledger accounts against the subsidiary ledger balances and control accounts balances for discrepancies and necessary corrections.
- ❖ Weekly analysis of Account Payable Ageing Report.
- ❖ Monthly closing and pre-closing process of the accounts payable ledgers
- ❖ Compiling, analyzing and providing financial information for the preparation of financial statements and closing journal entries for month end closing.

## ***Evans Industries limited, Lagos***

*Accountant Treasury and Payables*

*March 2022- June 2022*

### ***Responsibilities:***

- ❖ Overseeing day-to-day operation in a high volume accounts payable environment and report to head of finance.
- ❖ Preparation of daily cash flow report to determine cash position and a look forward at upcoming cash inflows and outflows.
- ❖ Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, petty cash and cash advances.
- ❖ Processing invoices and expense claims, and resolving all payables related issues with internal and external stakeholders.
- ❖ Post business transactions, process invoices, verify financial data for use in maintaining accounts payable records on Microsoft Dynamics 365 Navision ERP.
- ❖ Monthly analysis of Account Payable Ageing Report.
- ❖ Monthly Bank Reconciliation- reconciliation of Ledgers with Bank statement
- ❖ Local and foreign vendors Account Reconciliation.
- ❖ Regular reconciliation and follow-up on intercompany balances to ensure outstanding items are resolved and signed-off every Month.
- ❖ Reconciling processed work by verifying entries and comparing system reports to balances.
- ❖ Maintaining account ledgers and assisting in monthly closing
- ❖ Month and Year end closure.

## ***NASCON Allied Industries Plc (Dangote Salt), Lagos.***

*Payable Accountant*

*Feb. 2020 – March 2022*

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## *Responsibilities:*

- ❖ Verifying the accuracy of Account Payable batch output to ensure correct vendor coding which resulted in 60% reduction in vendor reclassification.
- ❖ Perform invoice verification exercise and posting of vendor invoices on SAP ERP system within 24hrs of getting to account department.
- ❖ Accurate treatment of WHT, VAT, PAYE and Discounts before posting to ensure zero tolerance for overpayment, underpayment and excess booking of vendor invoice and other expense claims.
- ❖ Reconciliation of local and foreign vendors' open account on regular basis for proper accountability and reporting.
- ❖ Monthly reconciliation of intercompany account and follow-up on balances to ensure outstanding items are resolved and signed-off.
- ❖ Accurate preparation of Account Payable ageing report on weekly basis.
- ❖ Reconcile account Payable ledgers to ensure that all payments are accounted for and properly posted.
- ❖ Responding to external and internal queries from vendors and staff respectively as regard Accounts Payable process and invoice discrepancies.
- ❖ Working with various stakeholders to improve AP process, controls & analysis.
- ❖ Conducted monthly closing process, accruals and journal entries.

## *NASCON Allied Industries Plc (Dangote Salt., Lagos.*

*Receivable Accountant*

*Sept. 2017-Feb. 2020*

## *Responsibilities:*

- ❖ Daily Processing and posting of incoming payments and Billing of invoices into customers' Accounts on SAP ERP system.
- ❖ Daily clearing of customers' accounts on SAP by Matching of payments and invoices.
- ❖ Reconcile account receivable ledgers to ensure that all payments are accounted for and properly posted.
- ❖ Actively investigate and resolve irregularities in both incoming payments and outgoing goods.
- ❖ Perform Reconciliation, send the reconciled statement to customers for signed-off and file the reconciled statements for future reference.
- ❖ Reconciliation and following up on intercompany balances to ensure outstanding items are resolved and signed-off every Month.
- ❖ Analysis of the Account Receivables Ageing Report to clean-off and maintain accuracy of sub-ledger.
- ❖ Coordinate with sales team, warehouse and QC teams in case of short payments from customers to understand causes of the same, and pass the necessary adjustment credit notes with necessary approvals.
- ❖ Follow up on overdue invoices and payments and implement company collections procedures as necessary
- ❖ Negotiate payment plans with customers and set loan terms and conditions accordingly.
- ❖ Evaluating new credit requests ,conduct client credit checks and Set-up terms of credit for new clients.
- ❖ Monitor all receivables and follow up with customers for payments based on due dates
- ❖ Update receivables data on a daily basis and prepare reports for discussion with the sales team and GM
- ❖ Provide timely and accurate receivables information on customers' accounts from sales dept. or customers on daily basis.

## *Otunbade Nigeria Limited, Lagos.*

*Account Officer*

*May 2013–August 2017*

## *Responsibilities:*

- ❖ Daily recording of all transactions in the cashbook.
- ❖ Preparation of monthly bank reconciliation statement.
- ❖ Monitor cash/bank balance and prepare reports on company's cash position.
- ❖ Reconcile accounts payable and receivable.



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- ❖ Liaise with bank officers in carrying out the bank related operations for the company
  - ❖ Raising of vouchers for all expenses with supporting documents.
  - ❖ Coding and computation of general ledger.
  - ❖ Liaise with Account payable section to process vendor payment.
  - ❖ Computation of taxes and prepare tax returns (e.g. VAT, PAYE etc.).

## Educational Qualifications

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**Ladoke Akintola University of Technology**

*Master of Business Administration (MBA) – Finance*

*June 2019 – May 2021*

**Lagos State Polytechnic, Ikorodu, Lagos state.**

*Higher National Diploma (HND) Banking and Finance*

*Feb. 2009 – Sept. 2011*

## Professional Qualifications /Trainings

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❖ Institute of Chartered Accountants of Nigeria (Skills Level)	- In View.
❖ Portfolio Management institute (Chartered) - Full Membership Certificate	2016
❖ Nigeria Institute of Management (Chartered)	2013
❖ Advanced Excel Training.	2018
❖ Business Intelligent with Excel Training	2018
❖ SAP FI Training on Account Receivable, Payable and General Ledger	2018
❖ Level 2: Health Safety in the Workplace Training	2018
❖ Level 2: Fire Safety Principles Training	2019
❖ Certificate of MDG's Advocacy Programme	2013

## Additional Information

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**Date of Birth:** 19<sup>th</sup> Sept. 1983.

**Place of Birth:** Agege, Lagos.

**Gender:** Male

**Marital Status:** Married

**Interest:** Creative Thinking, Reading, Researching, Meeting People, Participating in Community Development.

## References

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Available on request.