TEMIYE OLAWUNMI MONIOLA

**10, Owukori Street,**

**Alaka Estate, Surulere, Lagos.**

**Mobile: 2348025184633**

**Email address:** [**moni4life05@yahoo.co.uk**](mailto:moni4life05@yahoo.co.uk)

**OBJECTIVE**

To engage in a career that would allow me employ my knowledge and expertise in the field of Finance for the growth of the company with the opportunity for challenges and career development while gaining knowledge of new skills.

**SKILLS HIGHLIGHT**

* Analytical reasoning
* Flexible team player
* Good communication skill
* Ability to learn fast and work under pressure
* Adequate knowledge of SAP
* Ability to use Microsoft office (Excel, Word and PowerPoint)
* Financial reporting
* Financial statement analysis.

Feb 2013 to current

**EXPERIENCE**

**SAMSUNG ELECTRONICS WESTAFRICA Accounts Payable Officer**

* Managing of Accounts Payables
* Ensuring that the company’s process is kept with regards to financial transactions
* Reviewing and Posting Vendor's invoices and ensuring that payment is made as

soon as such invoices are approved.

* Carrying out Accounts payable confirmation with Vendors at the end of every month and resolving any discrepancies that may arise as a result of such Confirmation.
* Preparing Reports on Accounts payable confirmation.
* Maintaining a proper Vendor’s file where all invoices are kept and arranged serially after posting the invoices on the system
* Posting Withholding taxes deducted on transactions, preparing the monthly Withholding tax Schedule and ensuring timely remittance to the appropriate tax authorities and also ensuring that the credit notes are collected and sent to the vendors.
* Remittance of PAYE, VAT and NSITF
* Preparing Fixed Assets and Prepayment Schedules
* Posting petty Cash transactions.
* Ensuring that the daily Cash limit is not exceeded
* Posting of daily bank transactions on SAP (Bank Reconciliation).
* Ensuring that Staff comply with the company’s policy as regards business trip and business expense claim
* Carrying out proper checks on Staff business expense claims
* Accounts receivable aging report
* Providing necessary information for the preparation of IFRS financial Statement
* Engaging in Monthly account closing process
* Preparing monthly closing report.

August 2010 to

June 2011

**PUNCH NIGERIALIMITED NYSC**

Bank Reconciliation

Ensured that all advert sales are entered into the system and also taking note that the appropriate advert size and amount are captured.

Gave weekly report on advert sales to the chief accountant

Gave report on credit advert sales and also carried out aging analysis.

**EDUCATIONAL BACKGROUND**

2017 **University of Lagos**

Lagos, Nigeria

MSc Finance (In view)

2017 **Institutes of Chartered Accountants of Nigeria**

Lagos, Lagos, Nigeria

Associate Chartered Accountant (ACA)

2010 **Institutes of Chartered Accountants of Nigeria**

Lagos, Lagos, Nigeria

Association of Accounting Technicians of West Africa

2009 **University of Lagos**

Lagos, Nigeria

BSc (Hons) Finance

Second Class Upper

2002 **Reagan Memorial Baptist Girls Secondary School**

Yaba, Lagos, Nigeria

Senior Secondary School Certificate (SSCE)-

**PERSONAL INFORMATION**

DATE OF BIRTH: 15th December, 1984

NATIONALITY: Nigerian

STATE OF ORGIN: Ondo State LOCAL GOVERNMENT AREA: Ilaje MARITAL STATUS: Married

SEX: Female

**REFEREES**

* ***Prof A.S. Akanmu***

Department of Haemotology and Blood Transfusion

Faculty of Clinical Sciences,

College of Medicine,

University of Lagos

Idiaraba, Lagos

Email address: asakanmu@cmul.edu.ng

Phone Number: 08033006445

* ***Mr. Femi Oladehinbo***

NACCIMA,

8A, Oba Akinjobi Road,  
G.R.A. Ikeja

Lagos.

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Phone Number: 08029099399

* ***Mr. John Fatoyinbo***

Head of Finance,

Samsung Electronics West Africa Limited.

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Victoria Island,

Lagos.

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