

# DAMILARE OLUSEYE OGUNTUGA

**Accounting Software Consultant**

Diligent accounting professional with superior account reconciliation skill and passion for continuous improvement. Bringing 10 years of excellent performance in Accounting roles and commendation for providing consistent empowering leadership.

## Work History

2020-09 -  
Current

### Accounting Software Consultant

***BROAD-SOFT BUSINESS SOLUTIONS, Lagos***

- Work with clients to understand their business needs and requirements.
- Develop software solutions that meet clients' needs and expectations.
- Collaborate with the development team to design, develop, and deploy software applications.
- Manage client relationships and provide ongoing support and maintenance.
- Analyse complex problems and identify effective solutions.
- Create project timelines and manage resources.
- Provide technical guidance and mentor junior team members.
- Stay up-to-date with new software technologies and trends.
- Developed monthly, quarterly and annual profit and loss statements and balance sheets.
- Managed complex problem-solving for upper management in order to complete projects on-time and within budget.
- Checked expenses against budget controls, entered figures and reconciled business accounts to address discrepancies.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Compiled budget figures by reviewing past

## Contact

### Address

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Okerube Ikotun, Lagos,  
Nigeria

### Phone

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### E-mail

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## Skills

Internal and external  
auditing Cost Control

Fraud detection and  
prevention Financial  
modelling capability

Analytical and problem-  
solving skills

Strong interpersonal skills  
Enterprise Resource  
Planning (ERP)

Audit reporting  
Accounting/ERP software  
Implementer

## Software

QuickBooks

Sage 200 Evolution

Sage 300c

budgets, evaluating estimated income, and assessing expenses.

- Recorded deposits, reconciled monthly bank accounts and tracked expenses.
- Maintained excellent financial standings by working closely with bookkeeper to process business transactions.
- Managed and responded to correspondence and inquiries from customers and vendors.
- Implemented new accounting processes to decrease spending and work flow downtime.
- Managed customer deliveries and assisted with carrying out orders to promote maximum satisfaction.
- Streamlined bookkeeping procedures to increase efficiency and productivity.
- Inspected account books and recorded transactions.
- Entered figures using 10-key calculator to compute data quickly.

**2017-10 -  
2020-05**

## **Internal Auditor**

### ***SLAVABOGU NIGERIA LIMITED, Lagos***

- Establish and operate an efficient internal audit system at the project site
- Ensure that the internal audit systems, procedures and guidelines are prepared for the projects site for reviewed of the compliance / head, internal audit
- Prepare work programs for the project sites internal audit department to ensure that audits are planned, managed and the quality of audit work maintained
- Ensure that the sites internal controls are reviewed and documented for effectiveness and adequacy and that recommendation are made to the CCO/Head, Internal Audit for improvements
- Ensure that accounting, administrative, procurements and other operations within the Slava environment (especially at the project sites) comply with Slava management policies and procedures
- Prepare and submit audit reports to the COO/ Head of internal Audit for necessary review and

## **Languages**

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English

circulation

- Preparation of project sites monthly audit reports including other ancillary entities
- Preparing specific audit assignment plans and programs
- Maintained integrity of general ledger, including the chart of accounts.

2014-12 -  
2016-12

### **Accounts Officer**

***AIICO INSURANCE PLC, Lagos***

- Cash and Cheque Management
- Banking Operations
- Group Life Management
- General Business Management
- E (Motor and Special Risk Insurance business)
- Transmitting of life Insurance business.

## **Education**

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2012-05 -  
2014-09

### **Higher National Diploma (HND): Accountancy**

*Lagos State Polytechnic - Isolo, Lagos*

2008-05 -  
2010-09

### **National Diploma: Accountancy**

*Lagos State Polytechnic - Isolo, Lagos*

## **Accomplishments**

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- Reduced billing errors by 100% and process time by 100% for suppliers & clients by improving management of bill audit and payment services procedures
- Computer Proficiency: Proficiency in all Microsoft Office applications and SQL database management system
- Supervision; Supervised team of internal auditors
- Fraud detections and manipulations
- Conformation of policies and internal control

## **Certifications**

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- Certificate in Financial Analysis & Modelling
- Certificate in Data Visualization (Tableau & Power BI)

- Institute of Chartered Accountants of Nigeria - Student Member
- Certificate in Risk Management – International Business Management
- Certificate in Forensic Accounting and Fraud Examination (West Virginia University, USA) –Coursera.
- Association of Accounting Technicians (AAT)
- Consultancy Certification in Accounting/ERP Software Packages
- National Youth Service Corp (Exempted)

## Interests

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- Traveling and Meeting People