

Ajanaku Jimoh

Head, Strategy & Finance and Accountant - Jorich Integrated Management Company Limited

Lagos, GU

-Email me on Indeed: <http://www.indeed.com/r/Ajanaku-Jimoh/a7fcabd2d0f21bc7>

➤ To work in an establishment where I would be able to employ, with integrity, my training and experience in furtherance of the corporate objectives of the organization with the readiness to adapt to the peculiarities of its corporate culture and values, while adding value for landmark achievement as the organization's vision is achieved.

Work Experience

Head, Strategy & Finance and Accountant

Jorich Integrated Management Company Limited - Lagos, GU

February 2012 to Present

Bank reconciliations

- ✓ Statutory remittances - taxes, pensions
- ✓ Fixed asset register and Prepayment register
- ✓ Stock reconciliations and Petty cash reconciliations
- ✓ Financial Statements - audited Any other accounting function
- ✓ Management accounts - P&L, B/S Cash flows and supporting schedules
- ✓ Payables - age analysis and individual accounts, Receivables - age analysis and individual accounts

(Relationship Officer

Intercontinental Bank Plc - Branch, MN

March 2009 to January 2012

- ✓ Promote the bank's new products
- ✓ Creation of loans and advances and credit analysis
- ✓ Maintain professional business relationships with customers
- ✓ Ensure customers are attended to in a courteous and timely manner
- ✓ Attend to customers' queries relating to all their banking transactions
- ✓ Ensure effective follow-up on customers requirements.(prompt delivery)

Retail Officer

First Bank Plc, Oyo Branch

June 2008 to December 2008

Customer relationship management

- ✓ Creation of loan and advances and credit analysis skills
- ✓ Ensure customers are attended to in a courteous and timely manner
- ✓ Attending to customers' queries relating to all their transaction with the bank
- ✓ Ensuring effective response to spontaneous customer requirement and solutions that meet customer needs
- ✓ Ensuring effective and efficient administration and performance of credit and collection Functions.

Account/Inventory Assistant

Abbey Joyce & Associates Limited - Lagos, GU

November 2006 to May 2008

Payment of salaries.

- ✓ Maintaining petty cash.
- ✓ Handling of banking transactions.
- ✓ Maintaining and collating records with regard to inventories.
- ✓ Preparation of returns on stocks while ensuring security in all ramifications.
- ✓ Stock requisition, receiving and issuing stock and confirming completeness of stocks received.
- ✓ Ensuring stock levels are maintained and reporting imminent stock-outs to the Site Manager.
- ✓ Reconciliation of accounts and monitoring of bills receivable including remittances.

Accountant

RTG Twins Limited - Lagos, GU

October 2005 to November 2006

Vouchering for outgoings

- ✓ Record Analysis to facilitate audit trail.
- ✓ Documentation and maintenance of back- up facilities
- ✓ Preparing weekly activity report on inventories and critical path analysis.
- ✓ Conducting weekly stock checks and reporting on discrepancies along the line of authority.
- ✓ Integration of manual transactions to synchronize with the automated system
- ✓ Reviewing general ledger accounts (income statement and balance sheet) for completeness
- ✓ Monitoring and review of site performance to meet schedules of work within time-lines

New Era College

2004 to 2005

Planned, developed and implemented curriculum for Accounts and Commerce for class S.S.S. 1

- ✓ Managed classroom of 30-35 students
- ✓ Effectively instructed and evaluated learning while maintaining discipline.

Bulk Teller

Guaranty Trust Bank Plc, Ibadan Branch

2001 to 2002

Batch taking

- ✓ Cash checking
- ✓ Fund transfer

Education

BSc in Public Administration

Olabisi Onabanjo University Ago Iwoye - Ogun State

2005 to 2008

HND in Accountancy

Osun State College of Technology

2004

Links

<http://www.jorichgroup.com>

Additional Information

PERSONAL SKILLS

- ✓ Good interpersonal skills.
- ✓ Store management skills.
- ✓ Effective data mining skills.
- ✓ Ratio analysis and credit analysis skills.
- ✓ Facility management and event planning.
- ✓ Reporting analytical and reconciliation skills.
- ✓ Stock handling knowledge and maintenance skills.
- ✓ Customer service, Managerial and Administrative experience.
- ✓ Presentation skills, outstanding and demonstrated coordination.
- ✓ Organisational Research, Planning, Communication and Motivational skills.
- ✓ Great proficiency in the use of Microsoft Word, Microsoft Excel, Basic Desktop Publishing, Dac Easy, Tally9 ERP and Peachtree accounting for task execution.