**Tunde ODUGUWA B.Sc.**

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While I am quite ambitious, I get personal pleasure from my organization achieving set goals and objectives. Therefore, I find ways to ensure this happens. Otherwise, I usually create.

**Work Experience**

2016 – Date **Head of Finance, Go Game Limited, Nigeria**

In this capacity, I am charged with:

* Overseeing preparation of monthly management and financial reports
* Overseeing accurate and appropriate recording and analysis of revenues and expenses
* Manage the capital request and budgeting processes
* Develop performance measures that support the company's strategic direction
* Participate in key decisions as a member of the executive management team
* Oversee the company's transaction processing systems
* Maintain in-depth relations with all members of the management team
* Manage the accounting, human resources, investor relations, legal, tax, and treasury departments
* Construct and monitor reliable control systems
* Monitor cash balances and cash forecasts
* Maintain banking relationships

2015 – 2016 **Accountant, Synergy Support Services Limited, Nigeria**

This role provides me the opportunity for:

* Ensuring that financial records are maintained in compliance with company policies and procedures
* Preparation of monthly management reports
* Carrying out analysis of operations, trends, costs and revenues, financial commitments and obligations to project future incomes and expenses and provide relevant advice
* Developing and maintaining financial databases
* Preparing for financial audit and being actively involved in the audit process
* Overseeing accurate and appropriate recording and analysis of revenues and expenses
* Filing of tax and other returns such as VAT, PAYE, WHT, CIT, NSITF.
* Carrying-out monthly bank reconciliations
* Payroll and staff pensions administration,
* Administering accounts receivable and payable
* Preparing journal entries
* Preparing IFRS compliant financial statements and reports as needed.

2011 – 2015 **Chief Financial Officer, ASL Tradexperts Ltd, Nigeria**

My activities here resulted in an increase in export product revenues by 27% and net profits before tax by about 9% year-on-year:

* Assisted in the leadership of the firm, developing financial and operational strategies
* Regularly reviewed our business processes to evaluate the effectiveness of our risk management procedures
* Made necessary improvements in our internal control and governance processes
* Oversaw all operational accounting, administrative, and reporting functions including general accounting and internal control, taxes, payroll, management, financial and investor reporting and analysis.
* Developed measures to shield our company from theft of assets and fraud-internal and external
* Developed performance measures
* Regularly reviewed data about our assets and liabilities, inventories, revenues and expenditures.
* Ensured that our results were compliant with relevant laws and statutes
* Handled other additional responsibilities and duties as assigned by the MD

2010 – 2011 **Customer Information Services Officer, Guaranty Trust Bank Nigeria**

Rendering service in the following capacity got me the nomination of the first recipient of best transaction officer in my branch:

* Provided service to the customer by handling complaints, issuing reference letters, dispense error reversals, mobile banking and transaction alerts profiling, and processing of investment offerings.
* Handled issuance of cheque books and debit/credit cards
* Assisted in accounts opening and modifications, and maintaining of updated customer details.

2007 – 2010 **Transaction Services Officer, Guaranty Trust Bank Nigeria**

As a member of the bank’s transaction services team, I participated in moving GTBank forward in the following capacities:

* Performed specialized tasks such as preparing bank drafts, money transfer orders both locally and abroad, exchanging foreign currency, booking investment deposits, etc.
* Performed services for customers such as ordering bank cards and cheques, and withdrawal of cash.
* Recorded all transactions promptly, accurately and in compliance with bank procedures
* Balanced currency, and cheques in cash drawer and vaults at the end of each day
* Answered inquiries regarding customer accounts and other bank related products
* Resolved issues and problems with customer's accounts
* Explained, advised on and promoted bank products and services to customers
* Identified referral opportunities and make relevant referrals
* Ensured compliance with all internal controls and established policies and procedures

**Education and qualifications**

2008 – 2016 Oxford Brookes University, United Kingdom.

**B.Sc., Applied Accounting, Second Class Upper**

Modules included: Financial Accounting, Financial Management, Taxation, Management Accounting, Audit and Assurance, Performance Management, and Accountants in Business.

2008 – 2016 Association of Chartered Certified Accountants (ACCA)

**Finalist**

Modules included: Corporate Reporting, Advanced Financial Management, Advanced Taxation, Governance, Risk, and Ethics, and Business Analysis.

2008 – 2012 Association of Chartered Certified Accountants (ACCA)

**Advanced Diploma in Accounting and Business**

2004 – 2006 Yaba College of Technology, Nigeria.

**Diploma, Mechanical Engineering, Upper Credit**

**Trainings**

2007 **Guaranty Trust Bank, Nigeria**

* Tellering in a Customer Friendly Environment (Including Fraud Prevention)
* Customer Service Excellence

**Lecturing Engagement**

2014 – Present **Aipomage Tutors**

Courses Taught: UK Tax (ACCA paper F6), Financial Management (ACCA paper F9), and Advanced Financial Management (ACCA paper P4)

**Additional Skills**

**IT Skills:**

* Advanced knowledge of Microsoft Office Packages – Word, Power-point, Outlook.
* Advanced use of Excel for data analysis
* Sage and Quick-books Accounting Software usage
* Internet Savvy
* Social media feeds and web content experience

**People/other Skills:**

* I am an active listener, as I seek first to understand before I am understood
* A responsible attitude targeted at getting the job done in a timely fashion
* I have the ability to adapt to dynamic work environments.
* I enjoy building relationships with the aim of ensuring great team-work, and delivering outstanding service to the customer.
* I deploy my creativity and ‘yes we can’ nature in diversities of situations.
* I am greatly open to feedback, even from seemingly mundane sources.

**Interests and Hobbies**

* Playing the violin (with a near future view of participating in an orchestra)
* Travelling