

BUKADE MAYOWA OMOTOLA

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OBJECTIVE

To obtain a Tax Consultant position that will allow me utilize my set skills as well as provides opportunity for growth in service excellence, advance tax knowledge and tax procedures, rules and regulations. Deep knowledge of Direct and Indirect tax law.

WORK EXPERIENCE

2018 – Till Date: SIAO (Tax Associate)

- Preparation and electronically filling of federal and state tax returns for individual and corporate organizations.
- Preparation of effect tax planning, tax health check and advisory for client.
- Preparation of estimated federal and state income tax payments.
- Analysis of information to ensure compliance with government regulations.
- Preparation of various federal and state income tax return.
- Preparation of various personal income tax returns.
- Preparation/reviewing all various tax fillings like annual report, intangible tax, sales, transfer pricing and use tax.
- Assisting in federal and state audits.
- Responsible for preparing reconciliations and different kind of financial reports, trained to spot possible tax exposures or direct tax issues.
- Provide an information source in the tax area within the company.
- Other tax projects as they arise.
- Preparation of monthly payroll with required compliance on PENSION, ITF and other statutory obligation.

2017 - 2018 Traloodec global services (Account officer)

- Keep precise records of incoming and outgoing payments.
- Arranged payment requests, making payments for services, verifying accounts payable and receivable.
- Creating and processing invoices.
- Sending bills and invoices to clients.
- Tracking organization expenses.
- Processing refunds.
- Point person to office personnel with office question, concerns and issues.

2015-2017 Bellisiomo concept (sales manager/customer care officer)

- Supervision of sales representatives.
- Taking care of customers need by providing and delivering professional services.

- Achieving growth and hitting the sales target of each month.
- Designing and implementing a strategic business plan.

2014 Bodman financial services limited (Graduate trainee)

2013 Isoko North Local Government Council Ozoro, Delta State Administrative officer
(SERVICOM) NYSC

2010 National Bureau of Statistics *Scrutiny Officer* (Industrial training)

EDUCATION

UNIVERSITY OF IBADAN, OYO

Bachelor's Degree Pure and Applied Mathematics.

INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

Student member (skill level).

SKILLS

- Good quality corporate tax and transaction tax experience.
- Excellent tax research skill combined with good decision-making ability.
- Good time management, work according to schedules and work plans, proven ability to meet tight deadlines and prioritize workload within a time frame.
- Excellent analytical and drafting skills and an eye for details
- Good interpersonal relationship and "CAN DO" attitude.
- Fast learner.
- Analytical and creative.
- Hardworking.
- Good team player.
- Ability to work under little supervision.
- Computer Skills: Ability to use MS word, MS excel, MS power point and fair computer trouble shooting knowledge.

REFERENCES

- Mr. Joel Olusegun
XL Africa (Chief Accountant)
+234 8028812997
- Mrs Temitope Afolayan
Ecobank (Manager)
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