# **Garuba Dolapo Tolulope (HND, PGD, ACA,**ACIT**.)**

No 4c Wonodi Close, By Visa Karena Hotel, GRA 3 Port Harcourt, Rivers State.

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## **Objective**

## To work in a dynamic corporate environment in order to ensure optimum use of human capital for the benefit of the organization.

## **Personal Data**

Date of Birth: 5th February, 1985.

State : Oyo

Nationality : Nigeria.

## **EDUCATION & TRAINING**

Post Graduate Diploma (Accounting)

**Ladoke Akintola University Ogbomosho, Oyo State 2010 - 2011**

# HND Banking and Finance (Upper Credit).

## **Federal Polytechnic Ede, Osun State. 2004- 2006**

Senior Secondary School Certificate (SSCE).

**Sped International School Oyo, Oyo State. 1994- 2000**

**PROFESSIONAL ASSOCIATION**

Associate Member Institute of Chartered Accountants of Nigeria (ICAN)

Associate Member Chartered Institute of Taxation Nigeria (CITN)

##### **Work Experience.**

Pearl Consultants. 26 Aba Road Port Harcourt.

Accountant

* Responsible for statutory deduction from payroll and preparation of payroll.
* Bank reconciliation and necessary follow up.
* Responsible for site cash records keeping.
* Stock taking and record management
* Preparation of monthly reports and Financial accounts
* Other assignments may be assigned by the manager.
* Filing Vat returns.
* Fixed assets reporting and accounting.

SNL Sales and Service Limited. Plot 42, East West Road, Rumukrushi, Port Harcourt.

Account/Admin Officer 2012-201

* Preparation, submission and keeping accurate records of sales invoices.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Working with other departments to ensure smooth running of the company such as logistics, sales and customer service department in preparing budgets and financial reports.
* Develop and effect proper credit control policy on company’s receivables and payables.
* Manage the petty cash of the office to ensure proper disbursement of cash
* Preparation of financial reports for the management.
* I ensure accurate stock inventory on quarterly basis
* I keep accurate records of all company’s transactions and prepare monthly P&L accounts.

Finance/Admin Officer 2010 - 2011

**Torydoes Nigeria** **limited, 25, Amore Street** **Ikeja Lagos**

* Responsible for carrying out secretarial activities in the office.
* coordinate general work process, liaison with vendors on supplies, recruitment, appraisals, training.
* Assist managers with employee reviews and performance appraisals etc.
* Ensuring smooth running of the office by providing other administrative support as assigned.
* Work with other departments to ensure smooth running of the company such as the finance department in preparing budgets and financial reports.

Assistant Officer 1.

**Oceanic Bank International Plc (2009 – 2010)**

# **UNIT: Customer service**

* Customer relationship and management
* Coordinating general work process, liaison with vendors on supplies, recruitment, appraisals, training.
* Participated in implementing and updating personnel policies, procedures and forms.
* Opening of accounts for customers
* Preparation of monthly management report.

# **UNIT: Fund Transfer Local Unit**

* Generate income for the bank.
* Exacting monthly management report
* Involved in preparing and posting of outgoing cheques for clearing
* Preparation monthly GL proofs
* Posting of customers Salaries
* Effecting E-payment transactions and generates reports.

(Head Teller) National Youth Service (NYSC **No A001177557**), March 2008 –Feb. 2009.

**Oceanic Bank International Plc.**

* Accepting Cheques and Paying Cash.
* Accepting Cash Deposit across Counter.
* Accepting other bank cheques for clearing.
* Daily balancing of books.
* Ensured customer service delivery and customer satisfaction.
* Ensured accurate and timely processing of transactions in accordance with established policies and procedures.
* I was involved in the Enlighten Campaign and Awareness on HIV-AIDS as part of my community development service.

Key Assets

* I possess excellent Computer skills.
* Highly focused and meticulous Professional accountant.
* I strive for quality and apply process and discipline towards optimising performance.
* I am determined and decisive; I use initiative to develop effective solutions to problems.
* I am a good starter - enthusiastic in finding openings and opportunities.
* I possess strong planning, organising and monitoring abilities - an efficient time-manager.
* I am a team Player
* I possess creative culture on the base of “I must do better”.

## References

**Mrs Yewande Apampa.**  **Pst Peter Thomas**

Shell Nigeria Limited 4c Wonodi Street

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