

OLUBODE DANIEL BUSAYO

07069572763 - olubodedanielbusayo@gmail.com

OBJECTIVE

To develop a career with a reputable organization that wants to achieve excellence through brilliant tasks, and dedication, and to succeed with focused result-oriented service.

SKILLS

- Computer literate and adept in the use of SPSS.
- Advanced knowledge of Microsoft office.
- Advanced knowledge of Google suites.
- Advanced knowledge of Programming languages (Python, Django, HTML, CSS, and Bootstraps.
- Financial analysis skill.
- Requires minimal supervision.
- Strong interpersonal skills.
- Self-motivation, an initiative with a high level of energy.

EMPLOYMENT HISTORY

3/2023 to Present **SENIOR ACCOUNT OFFICER**

PERFECT TRUST COSMETICS LIMITED - Ahmadu Bello Way, Off Aminu Kano Crescent By 1st Forty Hotel, Wuse II, Abuja.

- Prepare Financial Reports for the group with the team.
- Member of the debt management team.
- Monitor the Operation Activities of the Company.
- Daily sales monitor of all retail and wholesale outlets.
- Bank reconciliations (daily, monthly and quarterly)
- Expenditures tracking and monitoring for all outlets..
- Performs other duties as assigned by the Team head or Managing Director.

6/2020 to 2/2023 **ACCOUNT AND FINANCE MANAGER**

KRISCANE HOTEL LTD - 21, Mamman shatta street, Off 3rd avenue Gwarinpa, Abuja.

- Prepared Financial Reports for the Company.
- Analyze cost reports and communicate the results to the management.

- Monitor the Operation Activities of the Company.
- Prepared weekly, monthly, and yearly budgets alongside the management team.
- Bank reconciliation (daily).
- Debt Management and recovery.
- Disbursement of cash for goods purchase.
- Bookkeeping.
- Incharge of price analysis and review.
- Created weekly, monthly, and yearly reports comparing budgeted costs to actual costs.
- Periodic stock taking with the storekeeper.
- Filed VAT and PAYE with FIRS and FCT IRS respectively.
- Advised management based on reports (expenditures, sales etc) on strategies and decision-making in every meeting.
- Performs other duties as assigned by the Managing Director.

8/2018 to 6/2020 **SENIOR ACCOUNTANT**

SUEZ GAS NIG LTD - 20, Alexandra Crescent, Off Aminu Kano Crescent Wuse 2, Abuja.

- Prepared Financial Reports of the Company.
- Reconciliation of Accounts.
- Monitoring the Operation Activities of the Company.
- Analyzing and reviewing cost reports and communicating the final results to the management.
- Create periodic reports comparing budgeted costs to actual costs.
- Maintain the integrity of the general ledger, including the account chart.
- Performs other duties as assigned by the Managing Director.

8/2014 to 11/2015 **AUDIT TRAINEE**

AYODELE LAMBO & CO. CHARTERED ACCOUNTANTS - 518, Ikorodu Road, Beside Skye Bank Plc. Ile- Ile Bus Stop, Ketu Lagos.

- Auditing Financial Statements of Companies.
- Computation of Company Income Tax, Education Tax, and VAT.
- Registering of Companies with CAC.
- Communicated audit results to upper Management through written reports and oral presentations.
- Perform other duties as assigned by the Managing Partner.

ACADEMIC QUALIFICATIONS

2022 **Web Development (HTML, CSS, Bootstrap, Python, and Django)**

Maocular Tech Expert, Abuja.

2017 **Higher National Diploma in Accounting (HND)**

Niger State Polytechnic, Zungeru.

2014 **National Diploma in Accounting (ND)**

Kwara State Polytechnic, Ilorin.

PROFESSIONAL QUALIFICATIONS

- ICAN(ACA) in view.
- Fundamentals of Digital Marketing at The Open University (IAB) - 2020
- Advance Excel Masterclass for Professional Accountants and Managers - 2023

HOBBIES

- Research
- Enjoy meeting people

AWARDS

- Best student in Accounting 2016 (Niger State Polytechnic Accountancy)
- Academic Director Accountancy (Niger State Polytechnic Accountancy)
- Student Representative Award (SUG, Niger State Polytechnic)

PERSONAL INFORMATION

Sex: Male

Marital Statutes: Single

Nationality: Nigerian

State: Ogun (Odogbolu LGA)

REFERENCES

REFERENCES will be furnished upon request.