

OLUBODE DANIEL BUSAYO

Phone: +234 (0) 7069572763

Email: olubodedanielbusayo@gmail.com

Portfolio: <https://busayofolio.onrender.com/>

OBJECTIVE

Results-driven professional with expertise in financial analysis, technology, and business management. Seeking opportunities to leverage advanced skills in Microsoft office, SPSS, programming, and finance to drive growth and innovation.

SKILLS

- Advanced SPSS knowledge.
- Advanced Microsoft office knowledge.
- Advanced Google suite knowledge.
- Programming Languages: Python, Django, HTML, CSS, Bootstrap.
- Financial analysis.
- Budgeting and Cost Control.
- Self-Motivated and Initiative-Driven.
- Team Collaboration and Operations Monitoring.
- Data-Driven Decision-Making.
- Strong interpersonal skills.
- Self-motivation, an initiative with a high level of energy.

EMPLOYMENT HISTORY

SENIOR ACCOUNT OFFICER | PERFECT TRUST COSMETICS LIMITED

March 2023 - Present | FCT Abuja, Nigeria.

- 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.

ACCOUNT AND FINANCE MANAGER | KRISCANE HOTEL LTD

June 2020 – February 2023 | FCT Abuja, Nigeria.

- 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.
- Played role in 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.

SENIOR ACCOUNTANT | SUEZ GAS NIG LTD

July 2019 – June 2020 | FCT Abuja, Nigeria.

- 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.

ASSISTANT ACCOUNTANT (NYSC Placement) | SUEZ GAS NIG LTD

August 2018 – June 2019 | FCT Abuja, Nigeria.

- Bookkeeping.
- Debt management and recovery.
- Collaborated with management to drive operational excellence.

AUDIT TRAINEE (I.T) | AYODELE LAMBO & CO. CHARTERED ACCOUNTANTS

August 2014 – November 2015 | Lagos, Nigeria.

- 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.

EDUCATION

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 QUALIFICATION

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

PERSONAL INFORMATION

Sex: Male

Nationality: Nigerian

REFERENCES

REFERENCES will be furnished upon request.