
ALABA-TUNJI TAIWO

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented accountant with 4 years of experience in financial analysis, reporting, and compliance. Seeking a challenging accounting position where skills is leveraged to contribute to the success of a dynamic organization. Also dedicated and experienced personality with a passion for imparting knowledge and new ideas. Qualified professional with extensive experience in financial accounting and statutory reporting. Build positive, productive stakeholder relationships through excellent communication.

ACHIEVEMENT

- General Ledger Accounting
- Financial analysis and due diligence
- Accounting Software Familiarity

WORK HISTORY

Treasury Officer: Bank Reconciliation 2023 – till date

Workforce Management Centre - Lagos State, Nigeria

- Management of Liquidity and Cash Position
- Monitoring and review of the bank's account positions/statements and to check funds availability.
- Ensuring sufficient balances for any required transactions
- Initiating and reviewing policies and processes related to processing payments, cash in-flows or out-flows, and suggesting recommendations for improvement
- Preparing the daily Cash Plan to ascertain the current cash position
- Generating reports on all deal processing and settlement activities as required
- Following up with clients to send their confirmations on time and in compliance with agreements and commitment signed.
- Liaison with correspondent banks and custodians to ensure proper and smooth execution.
- Reconciled bank statements and monitored cash flow to optimize liquidity

Assistant Account Officer (Internship), 07/2022 - 04/2023

Rostrum Investment and Securities LTD - Lagos State, Nigeria

- Prepared and analyzed financial statements, balance sheets, income statements, and cash flow statements
- Conducted variance analysis to identify discrepancies and provided recommendations for cost-saving measures
- Ensured compliance with GAAP and regulatory requirements, leading to clean audits for 8 consecutive months - Trained and mentored Colleagues on accounting principles and software tools
- Preparation of reconciliation -Record Keeping of all Transactions - Regular posting of transactions at intervals
- Assisted in preparation of financial statements and maintained accurate general ledger accounts
- Processed accounts payable and accounts receivable transactions, including vendor payments and customer invoicing
- Participated in annual budgeting and forecasting processes
- Conducted internal audits to identify and rectify discrepancies in financial records
- Utilized accounting software (e.g., QuickBooks, SAGE,to streamline financial operations.)
- Enforced compliance with financial policies impacting account and business objectives.
- Managed assigned accounts and monitored payment status to reduce past-due payments.
- Reconciling all daily trading activity and ensuring the proper and timely settlement of all trades

Financial Accounting Instructor (Teaching Practice), 2023

Ajayi Crowther Senior Grammar School - Lagos State, Nigeria

- Delivered engaging and comprehensive financial accounting lecture to Secondary students
- Conducted lectures, led discussions, and provided hands-on exercises to enhance students' understanding of accounting concepts, including GAAP principles

- Utilized variety of teaching methods and technologies to facilitate effective learning, including online resources and accounting software
- Mentored and advised students on academic and career-related matters, fostering their personal and professional growth
- Created and graded assignments, quizzes, and exams, providing timely feedback to help students improve their performance.

Financial Accounting Instructor, 2022 (Teaching Practice)

Arch Deacon Senior High School - Lagos State, Nigeria

- Provided one-on-one tutoring and support to students who needed extra assistance
- Organized and participated in departmental meetings, program improvement
- Created and graded assignments, quizzes, and exams, providing timely feedback to help students improve their performance
- Skills: - Expertise in financial accounting principles and practices - Curriculum development - Classroom management - Effective communication and presentation skills - Student mentoring and support - Strong organizational and time management skills - Financial analysis - Financial reporting - General ledger management - Accounts payable/receivable - Powerbase - SAGE Accounting Software - Tax preparation - Quick Books, SAP, Excel, and other accounting software proficiency - Strong attention to detail - Excellent communication and teamwork -Ms Power Point

Secretary, 2017 - 2019

Fountain of lord's Glory - Lagos State, Nigeria

- Book keeping and records documentation
- Greeted customers promptly and professionally, providing friendly, knowledgeable assistance.
- Updated files and records with precise system navigation.
- Drafted and distributed professional business letters and email correspondence.
- Screened and directed incoming phone calls and distributed correspondence effectively.
- Welcomed arriving visitors and directed to appropriate meeting rooms.
- Improved information flow, introducing new software to facilitate distribution of correspondence, reports and minutes.

Receptionist, 2016 - 2017

Bamit Professional Printers - Lagos State, Nigeria

- Answered and helped resolve enquiries from clients, vendors and general public.
- Provided clerical support to company employees, including copying, faxing and file management.
- Greeted incoming customers in professional manner and provided friendly, knowledgeable assistance.
- Kept reception area clean and neat to give visitors positive impression of company.
- Answered 25+ telephone calls per day, compiling detailed notes and promptly forwarding as required.

SKILLS

- Good Accounting Knowledge
- Attention to details
- Interpersonal and Intrapersonal Communication
- Data Entry and Accuracy
- Problem Solving
- Use of Microsoft Suites (Ms – Excel, Ms-Word, Powerpoint)

EDUCATION

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|----------------------------|------------------------------------|--------------------|
| • University of Benin | Bachelor in Education (Accounting) | 2019 - 2023 |
| • Odogunyan Grammar School | High School Diploma | 2010 - 2016 |

CERTIFICATIONS

- AAT (ICAN): Certification Date: 2021, ACA (ICAN): In view,
- Professional Ethics: Corporate Finance Institute (2022),
- Certified Customer Service: LSEFT (2022),
- SAGE Accounting Software: (2023)