

**Musiliu Semiu Tosin | Accounts Assistant**

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Location: Manchester, United Kingdom

**PROFESSIONAL SUMMARY**

Results-driven, diligent and detail-oriented accounts assistant with a solid foundation in accounting principles and a strong desire to contribute to the success of a dynamic organization. Committed to accuracy, efficiency, and continuous learning, I am equipped with a proven track record of efficiently handling financial transactions, managing accounts receivable/payable, and assisting in budgeting processes. Proficient in financial analysis, account reconciliation, and report preparation. I am dedicated to maintaining the highest level of integrity and compliance while ensuring the precision of financial records. A quick learner with excellent communication and teamwork abilities, I am eager to contribute my skills and enthusiasm to support the accounting team's success and achieve the organization's financial goals.

**CORE SKILLS**

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| <ul style="list-style-type: none"><li>• MS Excel</li><li>• Xero/ Sage / QuickBooks</li><li>• Bank Reconciliation</li><li>• Inventory Costing methods</li></ul> | <ul style="list-style-type: none"><li>• Ledger Management</li><li>• Credit Control</li><li>• PostgreSQL</li><li>• Double entry Bookkeeping system</li></ul> | <ul style="list-style-type: none"><li>• Cash Flow Projection</li><li>• Accounts Payable &amp; Payroll</li><li>• PP&amp;E Accounting</li><li>• Invoice coding, generation &amp; processing</li></ul> |
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**CAREER SUMMARY**

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- Teacher, Basil International Schools, Ilupeju, Lagos, Nigeria.** Oct 2021 – Dec 2022
- Established and maintained a healthy professional and trusting relationship with all pupils to aid learning.
  - Evaluated pupils' progress by maintaining appropriate records and preparing progress reports.
  - Supported pupils with social issues such as bullying, managed issues directly or reported to the Head Teacher if the need arose.
  - Maintained an accurate working knowledge of the key stage 2 curriculum to teach various subjects, including mental math, numeracy, and General Science.

**Key Achievement:**

- Helped pupils achieve the school's highest passing rate on the end of years examination in multiple years.
- Prepared and ran after-school tutoring for struggling pupils that helped improve their term grades by 40%.

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**Accounting Intern, Nurish Farms, Ibadan, Oyo State, Nigeria.** Jun 2019 – May 2021

- Ensured proper and accurate reconciliation of banks by matching to source.
- Assisted in preparing budgets and financial statements.
- Accurately processed supplier invoices and credit memos.
- Precisely resolved billing and collection queries with utmost accuracy whilst collaborating effectively with clients to resolve payment discrepancies.
- Accurately issued customer receipts.
- Created daily and periodic cost statements.
- Interpreted statistical and accounting data to appraise operating results in terms of cost, budgets, and policies of operation, trends and increased profit possibilities.

**Key Achievement:**

- Arranged and conducted a financial review to identify 4 key areas of overspending and reduce outgoings by N500k.

**Assistant Sales Manager, Henkel Expand Global Industries Limited, Ibadan, Nigeria.** May 2017 – Dec 2018

- Organised and supervised appropriate stocking of merchandise by taking accurate records of merchandise and providing daily updates to management.
- Prepared daily, weekly and quarterly sales reports
- Developed cost-effective marketing and advertising strategies, such as promotions and discounts.
- Effectively handled customer service routines such as sales and returns
- Created sales plans and analysed data to meet sales targets and make informed decisions

**Key Achievement:**

- Exceeded sales targets by 150% in Q2 2018.
- Renegotiated and implemented sales deals that brought an extra N750k in Q4 2018.
- Slashed payroll/benefits administration costs by 30% negotiating pricing and fees, while ensuring the continuation and enhancements of services.

**EDUCATION AND PROFESSIONAL DEVELOPMENT**

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**Corporate Finance Institute, Vancouver, Canada.**

Sept 2022 - Present

Financial Modelling and Valuation Analyst. | In Training

- Budgeting and forecasting, Business Valuation Modelling, Corporate & Business Strategy, Financial Analysis, Professional Ethics

**Intuit Academy Bookkeeping Professional Certificate & Coursera**

July – August 2023

**Bookkeeping Basics:** Accounting Concepts & Measurements, Accounting Cycle, Double-Entry Bookkeeping System, Journal Entries, General Ledgers & Trial Balance and Accrual VS Cash Based Accounting.

**Tasks and Responsibilities:**

- Organized and updated financial records for Lou's landscaping business, providing a clear and accurate representation of the current financial situation.
- Recorded and organized financial transactions, including sales and expenses, in the general journal, ensuring accuracy and completeness.
- Managed the general ledger, categorizing transactions based on the chart of accounts and maintaining a clear record of all financial activities.
- Reconciled accounts to create an accurate trial balance, identifying and resolving any discrepancies to ensure financial integrity and compliance with accounting standards.

**Certificate:** <https://www.coursera.org/account/accomplishments/certificate/3A5Q54VD3X6N>

**Assets In Accounting:** Accounts Receivables, Notes Receivables & Cash Receipts, Depreciation, Inventory Management, Inventory Costing Methods, Assets Accounting and Plant Property & Equipment.

**Tasks and Responsibilities:**

- Managed and analysed assets for Body and Swole Gym, a thriving fitness facility
- Calculated asset purchases and prepaid expenses, ensuring accurate financial records and compliance with accounting standards.
- Managed the tracking of gym equipment purchases, inventory levels, and financial transactions related to asset management.
- Recorded and organized all asset-related transactions in the general journal and ledger, ensuring precise documentation of asset activities.

**Certificate:** <https://www.coursera.org/account/accomplishments/certificate/GXEY8SEYM6M7>

**Liabilities and Equity in Accounting:** Owner's Equity and Owner's Draw, Long-Term Liabilities and Note Payable, Accounting for Liabilities and Equity, Accounts Payable and Payroll and Bookkeeping for Payroll.

**Tasks and Responsibilities:**

- Managed liabilities and equity for Crankshaft Customs, a thriving automotive detailing and customization business.

- Calculated payroll expenses and FICA liability, ensuring accurate financial records and compliance with tax regulations.
- Managed the calculation of total sales tax liability, streamlining tax reporting and compliance processes for Crankshaft Customs.
- Recorded and organized all business transactions in the general journal and ledger, ensuring precise documentation of liabilities and equity-related activities.

**Certificate:** <https://www.coursera.org/account/accomplishments/certificate/VYAB762YH66A>

**Financial Statements Analysis:** Cash Flow, QuickBooks, Creating Financial Statements, Reconciliation Types & Processes, Financial Reports analysis, Interpreting Income Statement, Cash Flow Statement & Balance Sheet, Business Performance Communication and Workflow of Financial Statements.

**Tasks and Responsibilities:**

- Completed bookkeeping workbook for Circuit Computers, a computer parts retailer, involving reconciliation, journal entries, trial balance calculation, and preparation of balance sheet and income statement.
- Conducted reconciliation of bank statements and general ledger cash accounts, identifying and correcting discrepancies to ensure accurate financial records.
- Generated comprehensive journal entries based on provided information, capturing financial transactions and adjustments accurately.
- Calculated updated trial balances for all accounts, ensuring financial data accuracy and completeness.
- Prepared the balance sheet and income statement, analyzing financial performance and providing insights into profitability and operational efficiency.

**Certificate:** <https://www.coursera.org/account/accomplishments/certificate/X9R43BB9P8RU>

**University of Illinois, Urbana-Champaign, USA.**

Nov 2022 - Jan 2023

Managerial Accounting: Tools for Facilitating and Guiding Business Decisions.

- Value Chain Management Specialization, Managerial Accounting, Business Planning, Budgeting, Costing, Variance Analysis, Performance Measurement, Cost, Decision Making, Investment, and Analysis of Variance.

**Ladoke Akintola University of Technology, Ogbomoso, Oyo State, Nigeria.**

Feb 2015 - Jun 2021

B.Tech. Degree Agricultural Economics | CGPA 4.09/5.00

**Relevant Coursework:**

- Statistics and Biometrics, Production Economics, Econometrics, Micro and Macro Economics, Agricultural Business Management and Finance, Economics principles and theories.

**Undergraduate Research:**

- Analysis of Customers' Satisfaction and Repurchase Intention in Fast Food Restaurants in Ogbomoso North Local Government.

**Supervisor:** Dr W.A. Sanusi.

**TRAINING**

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**McKinsey & Company, Inc., New York, USA.**

Dec 2022- May 2023

McKinsey Forward Programme: Academic and Skill Development | In Training

- Problem-Solving Skills: Structured Thinking Abilities, Adaptability, Effective Communication & New Ways of Working in a Digital World.
- Communication for impact: Business communication skills & using creative thinking,