

TEMITOPE ALARAPE



20 Gerrard Street • +44 7445 140975 • alarapeo@gmail.com

Nationality: Nigerian

<https://www.linkedin.com/in/temitope-alarape-b6a969237>

PROFESSIONAL SUMMARY

Skilled Chartered Accountant and graduate with enthusiasm about Accounting, Finance and Taxation, looking to build up more professionally.
Displays a logical and analytical approach to solving problems while performing well within a productive team environment.

SKILLS

- Audit management
- Microsoft Office (Word, PowerPoint, Excel, MS Outlook, Sage, Quick books)
- Accounting and Numeracy
- Analytical and Critical thinking
- Excellent communication
- Teamwork and Multitasking
- Time management, Organization and Presentation
- Integrity

WORK HISTORY

Assistant Accountant, 08/2023 - 08/2024

Environmental Resources Managers Limited - Lagos, Nigeria

- Prepared and maintained company ledgers and all financial transactions.
- Created financial documents such as invoices, receipts, sales and purchase orders etc
- Performed Account Receivable and Payables activities of the company.
- Identified discrepancies in ledgers as well as accounts and tracking them to the source.
- Liaised with tax consultants and tax authorities to ensure filing of periodic tax returns
- Prepared Staff Payroll, Pension, PAYE Schedule and remittance to appropriate agencies.
- Prepared WHT and VAT Schedule and ensured remittance to appropriate government agencies before due dates.

Account Officer, 07/2021 - 07/2023

Brand Star Limited (Naira bet) - Lagos, Nigeria

- Performed Internal audits on financial activities
- Maintained daily bank position schedule
- Prepared and maintained fixed assets register and intangible assets schedule
- Prepared pending payables and receivables at the end of each month
- Prepared company shops expenses schedule comparison on monthly basis.

Graduate Intern, 03/2020 - 08/2020

Board Of Internal Revenue, Oyo State - Ibadan, Nigeria

- Educated Taxpayers on the various types of tax and those he is liable to pay
- Ensured compliance to Federal, State and Local regulations in respect to tax
- Assessed and Reviewed Taxpayers to ensure that the right amount of tax is paid
- Kept records of Taxpayers within the jurisdiction
- Filed for and Issued Tax Clearance Certificate on behalf of Taxpayers.

EDUCATION

Master of Science: Accountancy and Financial Management , Expected in 02/2026
Bolton University - Manchester , United Kingdom

Associate Chartered Accountant : Accountancy , 12/2022

Institute of Chartered Accountants of NIGERIA - Lagos, Nigeria

Bachelor of Science: Management and Accountancy (2nd Class Upper Division), 02/2020
Obafemi Awolowo University - Ile-Ife, Nigeria

GCSEs: Accounting , 05/2015

Bloom Heights Secondary School, Ibadan - Ibadan, Nigeria

CUSTOM

- Crocheting
- Listening to instrumental music
- Gaming
- Knitting
- Watching Movies