

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

- | | | |
|-----------------------------|-----------------------------------|---|
| • MS Excel | • Ledger Management | • Cash Flow Projection |
| • Xero/ Sage / QuickBooks | • Credit Control | • Accounts Payable & Payroll |
| • Bank Reconciliation | • PostgreSQL | • PP&E Accounting |
| • Inventory Costing methods | • Double entry Bookkeeping system | • Invoice coding, generation & processing |

CAREER SUMMARY

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%.

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

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

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,