

# DABIRI OLUWAFUMBI RAHMAT

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192, Prince Ademola Oniru Street, Oniru Estate, Oniru, Lagos.

## SUMMARY

Detail oriented professional accountant with 4+ years effectively maintaining accurate accounting information for financial organizations, experience and expertise in accounting, auditing, financial management and planning, financial reporting and analysis, cash flow analysis. Skilled in collaborating with all members of the organization to achieve business and financial objectives, instrumental in streamlining and improving process, reporting methods and implementing analytical solutions

## AREAS OF EXPERTISE

### Technical/Core

- Research and Analytical skills
- Quality Assurance
- Planning and Organizing
- People management
- Project Management
- Problem solving
- Discretion
- Little supervision and incredibly fast learning.

### Communication

- Good command of English Language and Yoruba Language
- Effective communication (Verbal and written)

### Technology

- Microsoft Office Suite
- SAGE 50, SAGE ONE, ZOHO, WAVE, PEACHTREE, QUICK BOOKS.

## PROFESSIONAL SKILLS

- Advanced knowledge and application of accounting procedures and processes.
- Advanced knowledge and application of auditing and taxation standards.
- Advanced knowledge and application of accounting standards (IFRS including IFRS 9, 15 and GAAP).
- Advanced knowledge and application of Microsoft Excel, Sage 50, Sage One, Quick books, Wave, Zoho and data manipulations.
- Annual budgeting.
- Taxation, invoicing and sales procedures.

## WORK EXPERIENCE

### Wavis Investment II Accountant II Jan 2021 – Now

- Preparation of Invoices and expense tracing on SAGE 2020
- Monthly Reconciliation.
- Credit Control/Client receivables processing.

- Tax, professional licenses and documentation.
- Set up and implementation of finance documents, processes and compliance.
- Monthly payroll and salary payments on ZENITH PLATFORM.

**Productive People and 25<sup>th</sup> and Staffing, V/I, Lagos.** || Finance Officer || Jan 2020 – Mar 2020

- Preparation of Invoices and expense tracing on SAGE.
- Monthly Reconciliation.
- Credit Control/Client receivables processing.
- Tax, professional licenses and documentation.
- Set up and implementation of finance documents, processes and compliance.
- Monthly payroll and salary payments on FIRSTPAY and GAPS.

**Proton Security Services, Yaba, Lagos.** || ACCOUNTS OFFICER || March 2018 – October 2019

- Cash disbursement, issuance and accounts payable.
- Preparation of invoice for over 1000 clients.
- Preparation of monthly bank reconciliations.
- Managing client's payment/credit control.
- Proficient use of SAGE to prepare accounts receivable and accounts payable documents.
- In charge of retrieving, preparing processing of WHT, VAT payment schedules and other tax documents.
- Preparation of Pension schedule for over 5000 employees.
- PAYE calculation, preparation and payment processing for over 5000 procedures.

**Essential Software, Lagos** || ACCOUNTS OFFICER || October 2015 – February 2018

- Successfully handled all aspect of accounting and financial reporting.
- Organized, retrieved and updated books of account.
- Created and Implemented several spreadsheets programs to increase productivity.
- Improved inventory control capabilities by developing a comprehensive asset management system.
- Ensured all accounting records comply with company and statutory requirements.
- Comprehensive understanding of accounting and accounting procedures in the tech world.
- Liaison with clients, non-finance, external finance and trusting staff towards ensuring source documentation transaction data are sufficient and meet both international and accounting standards.

**Community Secondary School Nung-ita, Akwa Ibom** || TEACHER (NYSC) || November 2014 – September 2015

- Taught Principles of account
- Taught Commerce
- Taught Business studies

**Evita Table Water, Lagos** || Book Keeper || July 2014 – October 2014

- Preparation of Ledger
- In charge of books of account
- Preparation of employee payroll

## EDUCATION

**Institute of Chartered Accountants of Nigeria (student)**

(In View)

**Houdegbe North American University, Benin Republic.**

BSc Accounting 2014

(2010-2014)

**Excel College Ejigbo, Lagos**

Senior Secondary School Certificate (WASSCE) 2010

(2004-2010)

## **REFERENCES**

Available on request