

# ***RAFIU, ABIODUN SODEEQ***

**BSc, AAT, ACA, ACTI**

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## **OBJECTIVE**

To be part of a great team, while using my academic and professional experience, multitasking and analytical skills in the discharge of my duties in line with and towards the attainment of organization's objectives; ensuring my growth and development.

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## **PERSONAL DATA**

<b>DATE OF BIRTH:</b>	27th June, 1982
<b>SEX:</b>	Male
<b>MARITAL STATUS:</b>	Married
<b>NATIONALITY:</b>	Nigerian
<b>STATE OF ORIGIN:</b>	Oyo

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## **EDUCATION**

2008-2012	University of Ilorin, Ilorin, Kwara State <b>BSc. (Hons) Economics (Second Class Honours Upper Division)</b>
1993- 1999	Ansar-Ud-Deen Society High, School, Okeho, Oyo State <b>Secondary School Certificate Examination</b>

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## **PROFESSIONAL QUALIFICATION**

2006	Associate Accounting Technician (ICAN/AAT)
2013	Associate Chartered Accountant (ACA)
2017	Associate Chartered Institute of Taxation of Nigeria (ACTI)

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## **CAREER HISTORY**

August 2019 to date

**MRS Oil Nigeria Plc**  
1 Tin Can Island, Apapa, Lagos.  
**Tax and Intercompany Accountant**

- Responsible for handling all tax related matters and tax planning.
- Liaise with the tax consultants on issues bordering on tax queries from relevant tax authorities.
- Supervise all tax audits.
- Advise management on the tax implication of business decisions and strategies and provide expert opinion on tax-related matters.
- Ensure that every units complies with the tax policies and laws.
- Preparation and rendition of periodic tax returns (PAYE, WHT, Corporate taxes etc) as required by law by due dates to avoid penalties.
- Provision of information to and coordination of tax consultants engaged in preparation and filing of annual returns.
- Filing of transfer pricing returns (Transfer pricing declaration and disclosure forms)
- Review and reconcile general ledger for tax implications and make journal entries.
- Maintenance and reconciliation of both local and foreign intercompany accounts.
- Work with all intercompany entities to ensure that all transactions are recorded and reconciled in a timely manner.

- Support in timely preparation of quarterly reports to the Securities and Exchange Commission (SEC) and Nigeria Stock Exchange (NSE) through the company's secretary office.
- Active participation in ensuring external auditors have schedules, explanation and supporting documents during the Audit exercise

October 2017 to August 2019      **Access Pension Fund Custodian Limited**  
 1A Tihamiyu Savage Street, Victoria Island, Lagos.  
**Head of Finance and Administration**

#### **FINANCE AND ACCOUNT ROLE**

##### **Management Reporting**

- Preparation of Monthly Management Accounts and Variance Reports
- Monthly Performance Report Preparation (MPR)
- Peer Group Analysis and Quarterly Business Review (QBR)
- Daily Balance Sheet and P&L Monitoring

##### **Investment Decision**

- Overall oversight of all financial and investment decisions of the company.

##### **Budgeting and Budgetary Control**

- Budget preparation
- Performance monitoring and review

##### **Statutory reporting**

- Preparation of the published accounts of the Company and its verification for the management and the regulatory authorities (PENCOM, CAC etc)
- Coordination of the statutory audits by external auditors and regulatory authorities
- Giving advice to the management and board on financial and audit related issues.

##### **Accounting and Systems maintenance**

- Accounting system and database integrity (monthly accruals, prepayments and daily ledger review).
- Cost monitoring
- Income recognition and posting
- Fixed Asset Management and Reconciliation
- Monthly general ledger reconciliation.
- Sage Evolution, general ledger database and file maintenance.

##### **Treasury Management and Tax Administration**

- Plan, monitor and manage the efficient utilization of cash and financial facilities
- Liquidity management, timely accounting and reconciliation of all transactions
- Monitoring and managing banks' relationships.
- Tax remittance (PAYE, VAT and WHT), tax reconciliation reporting and other matters.

#### **ADMINISTRATIVE ROLE**

- Manage the provision of general support services, including dispatch, cleaning, catering and water supply services, upkeep of office premises and security
- Prepare annual budget and plan for the Administrative Department and monitor implementation
- Review and update processes and procedures for purchasing, storing and distributing consumables, stationery, utilities and physical assets
- Approve requisition for the purchase of equipment, vehicles, office supplies, consumables in line with

approved Unit budget

- Advice management on improvements to offices, working environment and other company assets
- Coordinate the printing of office documents such as letter heads, memo pads, payment vouchers, complimentary cards etc.

July 2014 to Oct. 2017 **Ijewere & Co. (Chartered Accountants and Tax Consultants)**

126, Lewis Street, Obalende, Lagos.

**Tax Manager**

**A. PAYE and Withholding Tax Audit Management**

- Carrying out a pre-tax audit review of the Client's records and documents and calculate the actual tax position.
- Reporting to the Client the result of pre-tax audit review and advise accordingly.
- Collating the documents in readiness for the audit.
- Physical presence at the location of the audit during the audit.
- Presenting the collated records and documents to the tax inspectors during the field exercise.
- Attending to queries/questions raised by the tax inspectors on the records of the Client.
- Attending the exit meeting with the auditors
- Liaising with the Internal Revenue Service and monitoring the Client's tax audit file.
- Filing valid objection to any additional assessment issued against the Client after the tax audit, where the assessment is unfair and not representative of the Client's position.
- Representing the Client at reconciliation meetings with the Internal Revenue Service until the tax audit assessment is resolved
- Reviewing and agreeing the Client's approved tax liability with the Internal Revenue Service, after discussions and approval by the Client.
- Reporting to the Client on the final resolution of the tax audit assessment and advising the Client to pay the agreed tax liability, if any
- Applying, on behalf of the Client, to the Internal Revenue Service for issuance of any agreed tax audit liability.
- Review employee compensation structure with a view to advising on its tax implications for the Client and the employees
- Obtaining personal income tax forms such as the e-TCC forms, the form A and remittance cards on behalf of the Client's employees.
- Compilation and filing of employees' Form A to obtain tax reliefs and allowances (Tax Deduction Cards) from the various States Internal Revenue Service.
- Filing and processing Tax Clearance certificate for the employees.

B. Corporate Tax Planning, Management and Advisory Services.

C. Tax Computations and Filing of Returns with relevant tax authorities.

D. Attending to Clients' Tax Audit Queries from FIRS and States Internal Revenue Service and attend Reconciliation Meetings.

E. Attending to Tax related issues from Clients.

F. Tax Health Check on Clients

G. Raising of bills to clients for services rendered in accordance with the Service Level Agreements (SLAs).

Jan. '13 to June, 2014 **Adebisi Oderinde & Co. (Chartered Accountants and Tax Consultants)**

1B Peggy Osibogun Street, Magodo Phase 1 GRA, Isheri Lagos.

**Audit/Tax Supervisor**

**A. Corporate Tax Planning, Management and Advisory Services.**

- Carrying out a pre-tax audit review of the Client's corporate tax records and documents and calculate the actual tax position.

- Reporting to the Client the result of pre-corporate tax audit review and advise accordingly.
- Physical presence at the location of the audit during the audit.
- Presenting the collated records and documents to the tax inspectors during the field exercise.
- Attending to queries/questions raised by the tax inspectors on the records of the Client.
- Attending the exit meeting with the auditors
- Liaising with the Federal Inland Revenue Service and monitoring the Client's tax audit file.
- Filing valid objection to any additional assessment issued against the Client after the tax audit, where the assessment is unfair and not representation of the Client's position.
- Representing the Client at reconciliation meetings with the Federal Inland Revenue Service until the tax audit assessment is resolved
- Reviewing and agreeing the Client's approved tax liability with the Federal Inland Revenue Service, after discussions and approval by the Client.
- Reporting to the Client on the final resolution of the tax audit assessment and advising the Client to pay the agreed tax liability, if any
- Applying, on behalf of the Client, to the FIRS for issuance of any agreed tax audit liability.
  - B. Statutory Audit of Companies.
  - C. Pension Audit of Companies on behalf of PENCOM.
  - D. Preparation of Cash Flow Projection for clients in need of Bank loans and advances.
  - E. Tax Computations and Filing of Returns with relevant tax authorities.
  - F. Computation of PIT/PAYE in respect of tax audits
  - G. Attending to Tax Audit Queries from FIRS and States Internal Revenue Service and attend Reconciliation Meetings.
  - H. Attending to Tax related issues from Clients.
  - I. Payroll management for Clients.

Oct. 2012 to Dec. 2012

**Ola, Ifemade & Co. (Chartered Accountants)**

27, Oguntolu Street, Off Shipeolu Street, Onipanu B/Stop, Lagos

**Contract Staff**

- FIRS Tax Audit (VAT, Withholding Tax and PAYE/PIT) of National Population Commission, Abuja.

May 2009 – Dec 2011

**Chuba Medidem & Co. (Chartered Accountants)**

10, Agboyin Avenue, Surulere, Lagos

**Qualified Audit Trainee**

- 2008 and 2009 JV Audits of CNL/NNPC.
- Preparation of Draft Audited Financial Statements
- Audit of Balance Sheet and Profit& Loss items
- Vouching of Payment & Receipt Vouchers
- Verification of Documentary & Supporting Financial Documents

Jan., 2008 – Sept., 2008

**Porchester Executive Health Promotion & Investment**

89, Allen Avenue, Ikeja, Lagos.

**Accounts Officer/Admin Officer**

- Head of Administration/Accounts
- Preparation of Management Accounts
- Stock takings, controls and managements
- Periodic Preparation of Management Reports.
- In Charge of all Bank Transactions and Preparation of Bank Reconciliation Statements
- Raising of pro-forma invoice and final invoice to customers.

## **PROFESSIONAL MEMBERSHIP**

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Associate Member

Accounting Technician Scheme of West Africa (ATSWA)  
The Institute of Chartered Accountants of Nigeria (ICAN)  
The Chartered Institute of Taxation of Nigeria (CITN)

## **TRAINING/COURSES ATTENDED**

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2014/2018 Int'l Financial Reporting Standard (IFRS) Training –ADRAC Professional Services/ICAN.  
2015-2017 Various In-house Tax Trainings – IJEWERE & CO  
2013 Transfer Pricing Regulations Sensitization Workshop organized by FIRS  
2012 Political Economy of Fuel Subsidy and Its Removal in Nigeria  
2011 Data Analysis and Interpretation Using SPSS and Eviews  
2008 Technology Competence Initiative (ICAN/TCI) Module 1 – A . J. SILICON  
2008 Technology Competence Initiative (ICAN/TCI) Module 2 – A . J. SILICON  
2005 Data Processing Certificate – MIS Computer College, Iyana Ipaja, Lagos

## **RESEARCH WORK/PUBLICATION**

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The Impact of Privatization of Telecommunications Sector on Standard of Living in Nigeria

## **HOBBIES AND OTHER SKILLS**

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Financial and management reporting  
Admin and facilities management  
Problem solving  
Bias for details  
Ability to work under pressure and stress  
Effective use of initiative and time

## **COMPUTER PROFICIENCY**

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Microsoft Office Tools  
SAP  
Sage Evolution  
Econometric View (E-view)  
Statistical Package for Social Sciences (SPSS)

## **REFERENCES**

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To be provided on request.