**AYODEJI TAIWO OJEKEMI**

**Awoyaya, Lagos State, Nigeria**

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**PROFILE SUMMARY**

Accounting professional with expertise in financial reporting, auditing,taxation and presentation of data . Demonstrates vast knowledge in the use of Microsoft office,Microsoft Excel and accounting softwares such as Finacle & sage .

A strategic thinker and detailed planner with extensive experience in researching and analysing data and the effective presentation to supervisors for investment decision making. Excellent in team building and stakeholder management with well-developed skills in accounting processes.

**SKILLS AND COMPETENCIES**

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| --- | --- | --- | --- | --- | --- | --- |
| * Accounting * Financial Analysis * Financial Reporting * Reconcilation | | * Stakeholder Management * Logistic Management * Finacle * Data Analysis | * Auditing * Microsoft Office * Strategic Support * Tax Administration | | * Communication Skills * Interpersonal Skills * Innovation * Business Management | |
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**KEY CAREER ACHIEVEMENTS**

* Engaged with the team for Filing Tax Return and creating TAXPAYER-ID for an average of 500 employee.
* Innovatively improved sales measures and increased returns on sales to over **2 million** naira on year end.
* Increased sales turnover from an initial rate of **50,000** naira to over **450,000** naira daily in the organization.
* Ensured a significant increase in customer retention by over **50%** in **6** months.

**EXPERIENCE**

**COSCHARIS GROUP OF COMPANY –Awoyaya Lekki , Lagos, Nigeria**

**Tax Accountant (Assistant) May 2021 - March 2022**

* Ensured that company complied with tax regulations on timely basis.
* Prepared monthly tax schedules,remitted & reconciliated the account and filed with tax authorities .
* Handled other tax levies ( Business Premises , Company Income Tax , Education Tax, Development Levy ).
* Assisted in carrying out reconciliation on statutory compliance when needed.
* Computed Pension payment schedule for the employees of the organization and also elaborated them about Pension Saving Account .
* Assisted with the use of LIRS portal to generate Tax-Payer ID in order to complete Company Annual Tax Return for year 2021.
* Ensured the proper usuage of company source document in another to carry out transaction for the organization .

**ALL DAYS KITCHEN LIMITED – Badore Ajah, Lagos, Nigeria**

**Logistics and Transportation Officer October 2019 – September 2020**

* Responded to customers through mediums such as mobile phones and electronic mail and effectively computed various orders to be treated to satisfaction.
* Innovatively increased returns on sales to about **2 million naira** on year end.
* Significantly increased Sales turnover from an initial rate of **50,000** naira to over **450,000** naira daily in the organization.
* Attended to over **70** customers enquires daily efficiently and with prompt response time.
* Identify customer needs and proactively seek to provide products/services to meet customers needs.

**Customer Service Officer August 2015 – January 2018**

* Provided improved customer services in a friendly and courteous manner at all times.
* Continuously made extensive research and acquired credible knowledge about the products and services for responding to inquires and improved customer satisfaction.
* Informed and suggested new strategic products to customers.
* Suggested effective ways through which the organisation promoted product and services and increased customer satisfaction.

**Internal Auditor – Centrepoint Group of Company September 2013 – January 2014**

* Gathered and sorted financial documents used by the company
* Documented all receipt and kept record of all entries

**EDUCATION & CERTIFICATION**

* **BSc (Hons) Degree Accounting |**Second Class Honours **2019**

Osun State University , Osogbo , Osun State, Nigeria

* **National Youth Service Corps** | Information Communication Technology **2022**

Ibeju-Lekki, Lagos State ,Nigeria

* **African Leadership Institute|** Project Management **In View**

Learnali Training Program

* **Mastercard Foundation |** Enterprise Development Studies **In View**

Lagos Business School, Lagos State, Nigeria