

OKUNDARE, OLAWALE AYODEJI

No 25, Unity Road, Ologuneru, Ibadan, Oyo State

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BIO DATA

DATE OF BIRTH:	2nd December, 1991
NATIONALITY:	Nigerian
STATE OF ORIGIN:	Osun
MARITAL STATUS:	Married
GENDER:	Male

OBJECTIVES

To work with professionals, learn from their wealth of experience, enabling me grow into professional and leadership levels. To hold challenging positions in a competitive and innovation driven environment thus enable me to nurture my skills, creativity, and developing a great career while achieving the organization's goals.

ACADEMIC QUALIFICATIONS

Master of Science (Economics) University of Ibadan, Ibadan, Oyo State.	2016 - 2018
Bachelor of Science (Hons.) Economics (Second Class Upper Division) Olabisi Onabanjo University, Ago Iwoye, Ogun State.	2009 - 2014
West Africa Secondary School Certificate The International School, Olabisi Onabanjo University, Ago Iwoye, Ogun State.	2002 - 2008

WORK EXPERIENCE

Audit Staff

January 2021 - Date

Femi Gbotosho & Co.
(Chartered Accountants)

28, Arigidi Street, Bodija,
Ibadan, Oyo State

Job Description

- Evaluate Internal Controls.
- Analyze financial record for variances.
- Complete and keep tracks of audit working paper.
- Prepare audit recommendations to present to management.
- Observe physical inventory process.
- Interview clients to learn their financial and operational information.
- Carrying out audit assignment in compliance with the company's rules and regulations.

Accountant

July 2020 – December 2020

MENORA West Africa Media Ltd.
(Entrepreneuse Channel TV)

No 12, Grace Court, Layi Ayanniyi Crescent,
Dikat Area, Ring Road, Ibadan, Oyo State

Job Description

- Preparation of financial statements for SMEs business plans in accessing the CBN/NIRSAL Microfinance Bank loan.
- Training facilitator on accounting and finance for Small and Medium Enterprises, and Entrepreneur.
- Handle monthly, quarterly and annual closings.
- Report on the company's financial health and liquidity.
- Assist in the preparation of financial reports such as financial statement and budget performance.
- Ensure compliance with applicable standards (IAS, IFRS, and GAAP), rules, regulations and system of internal control.
- Provide accurate, timely and relevant recording, reporting and analyzing of financial information.
- Assist with and acts as the primary point-of-contact for auditors requests.
- Handle sensitive information in a confidential manner and conduct database backups when necessary.

Internal Auditor
MY-CHOICE Network Services

January 2019 – February 2020

No. 18, Oba Ebumawe's Palace Road, Ibipe,
Ago-Iwoye, Ogun State.

Job Description

- Performed the full audit cycle including risk management and control management over operations effectiveness, financial reliability and compliance with all applicable directives and regulations.
- Prepared and presented reports that reflect audit results and document process.
- Document process and prepare audit-finding memorandum.
- Maintained open communication with management.
- Conducted follow-up audits.
- Acquired, analyzed and evaluated accounting documentation, reports, data and so on.
- Determining internal audit scope and developing periodic audit plans.
- Objective source of independent advice to ensure validity, legality and goal achievement.
- Additional tasks conducted include working as a Sales Representative and Branch Manager.

Personal Assistant II & Database /ICT Unit (NYSC) November 2014 – October 2015

Students' Affairs Division
Nasarawa State University
Keffi, Nasarawa State.

Job Description

- Assisting the Dean of Student Affairs in administrative responsibilities.
- Handling the Official documentations of the Student Affairs department.
- Documentation of the eligible candidates of the institution for National Youth Service Corp (NYSC).
- Periodic reporting to the Dean of Student Affairs on the status of candidates for the NYSC exercise.

PROFESSIONAL ASSOCIATIONS

- **Associate Member** - **2012**
Association of Accounting Technicians West Africa (AATWA)
- **Member** - **2018**
Nigeria Economic Society (NES)

- **Associate Member** - **2022**
Institute of Chartered Accountant of Nigeria (ICAN)

ACQUIRED SKILLS AND KNOWLEDGE

- Proficient in using any of the Microsoft Office software packages;
Microsoft Power-Point for designing creative and innovative presentation for Project Presentation and Reporting. Also, for the Public Lectures, Conferences, Seminars, Workshops and Training Sessions.
Microsoft Excel for Data Analysis.
Microsoft Word for typesetting with the moderate and accurate speed required to perform tasks.
- Proficient in using Adobe Designing and CorelDraw application for graphical designs.
- Basic proficiency level in using E-views (an Econometrics Software) for Data Analysis in Economics.
- **Social and Personal Responsibility Skills:** Teaming, Collaborations, Interpersonal Relationships and Effective Communication.
- **Intellectual Thinking Skills:** Sound and Logical Reasoning, Positive Risk-taking, Adaptation to Changing Environments, Curiosity, Creativity and Innovations.
- **Leadership Skills:** Planning, Organization, Decision-making, Coordination.
- **Creative and Designing Skills:** Graphic Designing, Corporate Branding and Digital Printing.
- **Media Skills:** Television and Radio Presentations, Script Writing, Editing and Presentation, and Social Media Branding.
- **Other skills include:** Managerial Skills, Human and Resources Management and Administrations, Marketing Skills, Media Skills, Presentation Skills, Effective Report, Writing Skills and Research.
- Experienced in Computer hardware Maintenance, Engineering, Servicing and Repairs.

INTERESTS/EXTRA-CURRICULUM ACTIVITIES

Research, Travelling, Football, Graphic Designing and Driving.

REFEREES

Mr. Bode AGUNBLADE (FCA, ACTI)
ATACOFF Services LLP,
Central Business District,
Abuja.
Tel: 08034579236

Mr. Samuel Adesina OKUESO (Ph.D)

Faculty of Education,
Olabisi Onabanjo University,
Ago-Iwoye, Ogun State.

Tel: 08034498918

Mr. Segun OLAWUNMI (Ph.D)

Directorate of Sports,
Lagos State University,
Ojoo - Lagos State.

Tel: 08058871901