

# CURRICULUM VITAE

## PERSONAL DATA

Surname: **OLAONPEKUN**  
Other Name: Olanrewaju Saheed  
Sex: Male  
Marital Status: Married  
Date of Birth: 23rd October, 1979  
Nationality: Nigerian  
State of Origin: Ogun State  
Local Government Area: Abeokuta South  
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## Professional Qualification:

- The Institute of Chartered Accountants of Nigeria (ICAN)  
*Associate Chartered Accountant* Nov-2017

## Educational Qualifications Obtained with Dates:

- Lagos State Polytechnic, Isolo 2002  
*Higher National Diploma (HND) Accounting*
- Lagos State Polytechnic, Isolo 1999  
*National Diploma (ND) Accounting*
- Oshodi High School, Oshodi, Lagos 1994  
*West African School Certificate*

## Accounting Package Experience:

- WizCount Accounting, Priority Accounting, Payroll Software, QuickBooks, Sage-50 Accounting, Tally-ERP 9 & Microsoft Dynamic NAV

## Other Software Experience:

- Microsoft Excel, Microsoft Word, Microsoft Access, MS PowerPoint, MS Project, etc

## Work Experience:

**Company:** Digital Reality Print Limited  
78 – 89, Oyadiran Estate,  
Commercial Avenue, Saba – Yaba, Lagos.  
**Period:** June-2016 to date.  
**Job Title:** Accountant

## Job Responsibilities

- Supervise and review posting of transactions into the accounting software.
- Ensure efficient and effective functioning and maintenance of the accounting software.
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements.
- Advise management on the liquidity aspects of its short- and long-range planning.
- Oversee the extension of credit to customers.
- Preparation of Account receivable analysis and follow-up with the payment.

- Preparation of Account payable payment schedule.
- Prepare and analysing of daily revenue and ensure daily sales correspond with bank deposit
- Reconciliation of Cash, Bank Statement, POS transactions, Account Payable and Account Receivable.
- Fixed Asset registers update and maintenance on a regular basis.
- Prepare monthly payroll report and handle the settlement of salaries.
- Liaise with the banks to provide weekly and monthly bank statements for all the bank accounts and ensure prompt update and reconciliation of each bank account;
- Analyze and recording of interest, bank charges and other charges in the account and liaison with bank for any irregularities;
- Supervise and produce the necessary monthly, quarterly and annual financial statements with related notes;
- Ensure that guidelines and policies for cash operations are adequate and effective and that such policies prevent significant errors in cash management;
- Ensure statutory deduction such as VAT, Withholding Tax, I.T.F, Staff Pension & remittance.
- Attention to detail at all times;
- Perform other related duties as required.

**Work Experience:**

***Company:***

**SWIFT HMO Ltd**

3, Ligali Ayorinde Street, Victoria Island, Lagos

***Period:***

**Dec-2014 to June-2016**

***Job Title:***

**Accountant**

**Job Responsibilities**

- Ensure timely and accurate reporting of monthly management accounts.
- Preparation of bank reconciliation.
- Accounts reconciliations ensuring completion and adequate record.
- Updating accounting and financial data such as premium income, accounts payables, account receivables, etc.
- Prepare requisition, payment voucher and cheques for payment.
- Preparation of Cash Budget & Cash Flow Forecast
- Preparation of monthly payroll report and handle the settlement of salaries.
- Ensure statutory deduction such as VAT, Withholding Tax, I.T.F, National Housing Fund, Staff Pension & remittance.
- Preparation of financial statement.
- Ensure compliance with the company policy and current legislation.
- Liaising with external auditors to finalised accounts at the year-end.
- General internal control and audit function.
- Attention to detail at all times.
- Any other duty assigns.

***Company:***

**JDP Construction Nig. Ltd. – (Port Harcourt Office)**

***Period:***

**Aug-2010 to Sept-2014**

***Job Title:***

**Project Accountant**

***Company:***

**JDP Construction Nig. Ltd. – (Abuja Office)**

***Period:***

**Jan-2004 to July-2010**

***Job Title:***

**Accountant**

**Job Responsibilities**

- Fixed Asset registers update and maintenance on a regular basis
- Preparation of necessary accounting records
- Responsible for the update of all the Clients/Suppliers ledger on a regular basis
- Project A/R ageing report.
- Project profitability report.
- Project Billing Analysis included Advance A/c, Retention, W/Tax, VAT
- Project Account payable ageing report
- Analysis of Store receipt and issue to proper classification
- Reconciliation of all Site purchase with Store Keepers records to ensure delivery and proper issuance of materials to the different project.
- Maintenance of payroll and ensure timely statutory payments
- Verification of Bank Charges (C.O.T. and Interest)
- Ensure timely statutory payments – PAYE, VAT, WHT, Pension Fund, etc
- Preparation monthly bank reconciliation.
- Keep proper inventory record/book keeping
- Keep proper record and regular reconciliation of Associates Companies
- Ensure compliance with the contractual financial requirement of the project
- Ensure accurate documentation of all financial transaction
- Liaise with the External Auditors in the preparation of Audited Accounts.
- Any other duty assigns by the Chief Accountant

**Company:** JDP Construction Nig. Ltd. – (Lagos Office)  
**Period:** 2003 to 2004

**Job Title:** Payroll /Account Officer

**Job Responsibilities**

- Ensure that all payroll related inputs are submitted promptly
- Review all payroll related inputs and check for accuracy.
- Payroll Reconciliation and Reconcile all salary-related to general ledger accounts
- Compute all end of services entitlement or severance benefits.
- Ensure loan and advance payment is deducted from payroll.

**Company:** WAIDI BELLO & CO (Chartered Accountants)  
11A, Awolowo Way, Ikeja, Lagos

**Period:** 2001 to 2002

**Job Title:** Audit Trainee

**Competence:**

- High level of planning and organizing skills.
- Proficiency in IT and in the use of Accounting software and Microsoft office suite.
- Superior organizational and problem-solving skills.
- Ability to take initiative and maintain a high level of professionalism and accuracy.
- Time management skills and ability to function under pressure.

**Hobbies:** Reading& Travelling

**Reference:**

- **Mr. Olaonipekun M. Oladimeji**  
Billing Administrator,  
MTN Nigeria Communications Limited  
Falomo - Ikoyi, Lagos.
- **Mr. Isaac Adepoju**  
Adeniyi Coker Consultants Ltd  
3b, Ligali Ayorinde Street,  
Victoria Island, Lagos.