**ONADERU ADEOYE OLUGBENGA BSC, ACA, ACTI, MSC, ACS.**

14, Rufai Apena Street, Ikotun, Lagos.

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**Skills Profile**

A proactive, organized and self-motivated professional with demonstrable experience in Treasury, Statement of Financial position and Audit Management. A proven team player with good interpersonal and communication skills.

**Personal Data**

Sex: Male.

Date and Place of Birth: 11th April, 1984, Lagos.

State of Origin: Ogun.

Nationality: Nigerian.

Marital status: Married.

**Educational and Academic Qualifications**

October 2011- November 2014 University of Lagos. (MSc Accounting).

January 2004 – April 2008 Olabisi Onabanjo University, Ogun State.(BSc Accounting).

January 2001 – February 2003 Lagos State Polytechnic. Lagos. (OND in Accounting).

September 1994 – July 2000 Badagry Grammar School, Badagry. (West African School Certificate)

September 1988 – June 1994 Pampers Private School, Surulere. (First School Leaving Certificate)

**Professional Qualification**

* Institute of Chartered Accountant of Nigeria (May 2012).
* Chartered Institute of Taxation of Nigeria (November 2015)
* Chartered Institute of Stockbrokers (September 2017).
* Diploma in IFRS by ACCA in view

**Working Experience**

**JIMMY ALAYANDE & CO** December 2019 – till date

**Post Held: Financial Consultant**

**Main Duties/Activities**

* Review clients’ financial statements in line with IFRS and other relevant local and International standards.
* Identify Control Lapses for reporting in the management letter and other communications with management.
* Review audit documentation.

Elixir Investment Partners Limited July 2018 till November 2019

**Post Held: Chief Financial Officer**

**Main Duties/Activities**

* Preparation of management accounts for board meetings.
* Review of accounts for monthly and quarterly review meetings.
* Review of quarterly returns to SEC, NSE,CBN and other regulatory bodies.
* Coordination of audited financial statements for Elixir Investment Partners Limited and its subsidiaries.
* Develop strategic financial initiatives for the Elixir group.
* Budget coordination, implementation and monitoring.
* Elixir group asset and liability management
* Treasury placement and financial asset management
* Cash flow planning and reporting for each subsidiaries with the group.
* Working capital management.
* Foreign exchange planning and management.
* Loans and facilities management.
* Bank relationship management.
* Maintain contact and liaise with bankers, pension advisors and auditors to ensure the long term financial security and stability of Elixir.
* Tax management and liaison with relevant tax authorities.

**Lead Capital Plc**  April 2017 – July 2018

**Post Held: Financial Controller**

**Finance Functions*:***

* Prepare monthly management accounts and reports - 3days after month end
* Analyze variance on budget forecasts-a day before MPR programme
* Ensurethat the debtors balances are kept to required minimum on a daily basis
* Management of bank and cash positions to avoid funding gap on a daily basis
* Presentation of performance report to management on monthly
* Liaise with external auditors for the year-end audit
* Liaise with tax assessors for periodic tax audit –response to queries and audit
* Ensure audited accounts are finalized before sec deadline - 3months after year end
* Conduct trial balance review weekly to ensure ledger accounts carry correct and accurate balances
* Handling of insurance policies of the company for prompt and timely renewal and intermediating on behalf of the company with the insurance brokers/consultants

**Statutory returns:**

* Ensure quarterly returns to securities & exchange commission is submitted latest28th of the month following the end of each quarter
* Ensure quarterly returns to Nigeriastock exchange is submitted before 30 days after the end of a quarter
* Filing of annual audited accounts with securities & exchange commission

**Operational functions:**

* Ensure processing of customers payments and receipts and tradeswithin 24 hours
* Coordination of staff in the unit for maximum efficiency on daily basis
* Ensure quick update and correct posting of clients’ accounts
* Ensure customers complaints are treated promptly
* Coordinate the preparation of annual operating budget
* Ensure timely posting of daily transactions into the system

**Zifam Pinnacle Nigeria Ltd (Head office in Australia)**May 2016 - March 2017

**Post Held: Financial Consultant**

**Main Duties/Activities**

* Preparing management report for the company.
* Compiling and analyzing financial information to prepare entries to accounts such as general ledger accounts and document business transactions
* Establishing, maintaining and coordinating the implementation of accounting and accounting control procedures
* Monitoring and reviewing accounting related system reports for accuracy and completeness
* Preparing and reviewing budgets, revenue, expense, payment vouchers, invoices and other accounting documents
* Preparing Payroll, Pensions and PAYE Schedules
* Analyzing revenue and expenditure trends and recommend appropriate budget levels and ensure expenditure control
* Documenting financial transactions by entering account information
* Bank Reconciliations and resolving accounting discrepancies
* Recommending financial actions by analyzing accounting options
* Maintaining financial databases, computer software systems and manual filing systems
* Supervising the input and handling of financial data and reports for the company automated financial systems
* Attend to Auditors during the Annual Audit.
* Maintain the Fixed Asset Register of the company thereby responsible for monthly depreciation, addition and disposal of Assets.

**Union Capital Markets Ltd.**February 2014 - April 2016

**Post Held: Accountant**

**Main Duties/Activities**

* Preparation of both Client Cheques and Office Cheques.
* Posting of these cheques on a daily basis and posting of cash and cheque receipts.
* Maintain the Fixed Asset Register of the company thereby responsible for monthly depreciation, addition and disposal of Assets.
* Preparing daily Bank report for the CEO.
* Controlling Petty Cash.
* In charge of the Company’s proprietary trading i.e. the investment in stock market.
* Oversee the Fixed Deposit, Treasury bills, Open market Operation(OMO) and Bonds of the company with various Banks and interact with the banks on which rate to give and as well as calculates the monthly interest accrue to the company.
* Preparation of monthly Bank reconciliation Statement.
* Fund Management (ensuring that client and trading account is well funded).
* Documentation of all G-Note activities
* Monitoring of Clients G-Note activities
* Monitoring of Treasury Bills bought
* Acquiring information for OMO and Treasury Bills auction
* Preparation of Monthly Management Accounts.
* Preparation of Management Performance Review (MPR).
* Attend to Auditors during the Annual Audit.
* Work with the internal Audit in the area of PAYE deductions and remittance.
* Oversee the department in the absence of the Head of Department.
* Liaising with the Abuja representative office as regards mandates, cheque and Fixed Deposit.
* Preparation of Quarterly returns which is submitted to The Nigerian Stock Exchange and Security and Exchange Commission.
* All other duties that are assigned to me.

**Jenoa-Spheris Realty Co.Ltd.** August 2013 - February 2014

**Post Held: Accountant**

**Main Duties/Activities**

* Preparing management reports for all the companies.
* Compiling and analyzing financial information to prepare entries to accounts such as general ledger accounts and document business transactions
* Establishing, maintaining and coordinating the implementation of accounting and accounting control procedures
* Monitoring and reviewing accounting related system reports for accuracy and completeness
* Preparing and reviewing budgets, revenue, expense, payment vouchers, invoices and other accounting documents
* Preparing Payroll, Pensions and PAYE Schedules
* Analyzing revenue and expenditure trends and recommend appropriate budget levels and ensure expenditure control
* Documenting financial transactions by entering account information
* Explaining billing invoices and accounting policies to staff, vendors and clients
* Bank Reconciliations and resolving accounting discrepancies
* Recommending financial actions by analyzing accounting options
* Maintaining financial databases, computer software systems and manual filing systems
* Supervising the input and handling of financial data and reports for the company automated financial systems
* Liaising with internal and external auditors in completing audits
* Generating monthly statements for clients

**Mobolaji Industries Ltd.(Producer of Oloore Water)** June 2012 - July 2013

**Post Held: Accountant**

 **Main Duties/Activities**

* Reconciliation of Account
* Verification of all acquisitions
* Preparation of books of Accounts
* Preparation / Updating of assets schedule
* Updating clients record on database
* Proper safe keeping of all account documents and cheque book
* Preparing Payroll, Pensions and PAYE Schedules
* Analyzing revenue and expenditure trends and recommend appropriate budget levels and ensure expenditure control

**Mobolaji Industries Ltd.** May 2010 - May 2012

**Post Held: Accounting officer**

 **Main Duties/Activities**

* Reconciliation of Account
* Verification of all acquisitions
* Preparation of books of Accounts
* Preparation / Updating of assets schedule

**Dunamis Micro Finance bank (NYSC)** April 2009 - March 2010

**Post Held: Audit Senior**

 **Main Duties/Activities**

* Conducting audit of internal funds; expenses and income
* Vouching and authorizing all payments.
* Conducting of impromptu cash count
* Review and trace all bank lodgments against books and registers
* Review bank reconciliation statement and ensure it is accurate
* Review of staff loan to ensure they are duly deducted from staff salary on a monthly basis
* Follow-up with other Internal Controls as established by the Management
* Developing and monitoring internal controls

**Mobolaji Industries Ltd.** February 2003 - January 2004

**Post Held: Accounting officer**

**Computer Literacy**

Proficient in the use of Microsoft Word, Excel, Dac easy and PowerPoint.

Peachtree Sage and Quick books (Accounting Software),

Navation (Banking Software),

Bims and Info-Ware (Stock Broking Software).

**Roles and Activities**

Welfare Officer of NYSC EFCC CD Group.

**Interests**

Chess, Scrabble, Meeting people.

**Referees**

Will be provided on request