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**DATE OF BIRTH:** 4<sup>TH</sup> OF JAN.1976      **EMAIL:** [absaka2002@yahoo.com](mailto:absaka2002@yahoo.com) or [sunshinesaka@gmail.com](mailto:sunshinesaka@gmail.com)

## SAKA ABDULAH BABATUNDE

### Summary of Qualification

1993	-	West African School Certificate Yaba, Lagos State
2005	-	B.Sc Accounting.
1999	-	ICAN – Accounting Technician Certificate (AAT)
2006	-	ICAN – The Institute of Chartered Accountants of Nig (ACA)
2010	-	MBA - Obafemi Awolowo University

### Education:

1982	-	1988	Anglican Primary School Surulere, Lagos State
1988	-	1993	Ransome Kuti Memorial Grammar Schools Surulere, Lagos
2000	-	2005	Lagos State University Ojo, Lagos State
1998	-	2006	The Institute of Chartered Accountants of Nigeria
2008	-	2010	Obafemi Awolowo University (MBA)

### Professional Memberships

Associate Member – Association of Accounting Technician of the Institute of Chartered Accountants of Nigeria (AAT)

Associate member - The Institute of Chartered Accountants of Nigeria (ICAN)

Associate member – The Chartered Institute of Securities & Investments (CISI) UK.

Associate member - Chartered Institute of Taxation of Nig (CITN) awaiting induction

### Professional Studentship

The Chartered Institute Of Stockbrokers      **(Final Stage)**

## **Professional Experience**

**2018 - Date      Cleanserve Integrated Energy Solutions Ltd      CFO**

### **Key Roles & Responsibilities**

- ❖ Analyze markets for business opportunities, such as expansion, mergers or acquisitions
- ❖ Source for equity and debt financing
- ❖ Investment decision & Analysis
- ❖ Maintain a documented system of accounting policies and procedures
- ❖ Prepare financial information in line with IFRS reporting requirements
- ❖ Budget formulation and management
- ❖ Analyze competitors and market trends
- ❖ Treasury Management
- ❖ Revenue and cost control and management
- ❖ Interpret the company's financial performance and recommend improvement
- ❖ Working capital management
- ❖ Develop policies and procedures for the finance department
- ❖ Provide online real time financial information
- ❖ Liaise with auditors to ensure periodic/annual statutory audits is carried out;
- ❖ Develop external relationships with appropriate contacts, e.g. Auditors, solicitors, bankers

**2017 – 2018 Fortune Global Shipping & Logistics Ltd.    Head, Finance & Risk Mgt.**

- Analyze Business activities and subsequently provide financial advice to guide Management's decision on financial plans to meet company's objectives.
- Investigate ways to improve profitability and analyze market trends for business opportunities.

- Analyze costs, pricing, variable contribution sales results and the company's actual performance compared to business plans
- Compile and analyze financial information for the organization on a weekly/monthly/quarterly basis as may be required
- Implement the company's cost Management strategies across board to ensure budget implementation
- Appraise each project implemented against expense, cost and profits and advise as appropriate.
- Manage the preparation and implementation of the company's budget.
- Report to Executive Management on variances on established budget and the reasons for the variances
- Work closely with other business unit to analyze their business in terms feasibility, profit and loss and provide monthly findings at the monthly performance review meetings.
- Ensure prompt remittance of VAT, WHT & other statutory deductions • Ensure proper reconciliation of balance sheet items & bank reconciliations
- Develop integrated revenue/expense analyses, projections, reports, and presentations
- Provide and interpret financial information from all business units of the organization
- Create and analyze monthly, quarterly, and annual reports and ensure financial information has been recorded accurately
- Identify trends and development in competitive environments and present findings to executive management
- Perform business modeling and forecasting for the entire business outlook
- Define performance standards for all financial activities of the organization
- Ensure that all revenues are properly captured in our books and according to each business unit
- Ensure compliance with local, state, and federal budgetary & accounting reporting
- Establish and maintain appropriate internal control safeguards
- Oversees the workability of the accounting functions including credit control, payables, receivables, and cash management

- Any other responsibility as assigned by MD

**2014 – 2017   Protea Hotel | Marriott International, VI                      Financial Controller**

- To ensure that physical inventories of all supplies are being taken on a monthly basis and of all operating equipment on a quarterly basis.
- To ensure that the hotel complies with the established credit and collection procedures, with particular attention to front office, group and meetings/banqueting processes.
- Set or revise organizational policy when necessary
- To prepare, compile, together with the other executives, budgets and forecasts covering all activities of the hotel.
- Maintain external relationships with banking and insurance executives outside of the organization
- To compile treasury/cash flow forecasts for the business.
- To provide financial information to management as tools for maximizing profits and planning for the future. Reports which should stimulate management action
- To establish and implement all necessary required controls to safeguard the assets of the hotel.
- To prepare and interpret financial statements and reports of the hotel.
- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals;
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Give direction and leadership towards the achievement of each department's strategy and its annual goals and objectives.
- Liaise with different departments to ensure the Finance dept is properly supporting the needs of the hotel operating businesses
- To train the finance and Accounts department and other relevant staff on raising awareness and knowledge of Financial management matters

- Relationship management with auditors, consultants, tax advisers, brokers, bankers and other business-related relationship
- Other duties as may be assigned by the board and/ or executives

**2014 - 2014          Grand Towers Group of Companies (Abuja)          Group Financial Controller**

### **Key Roles & Responsibilities**

#### **Preparation of accounts**

- To lead the company's financial accounting, reporting and control activities across the group of companies and to ensure they are carried out efficiently, effectively and in line with best practice.
- To assist the Board/Executives with Financial Reporting as required at Board meetings and the Annual General Meetings and provide advice to support decision making process.
- Ensure that group Management accounts are ready for audit by not later than 2 months after the year end.
- Ensure the accuracy and integrity of the Group's accounting records and financial systems
- Ensure the preparation of timely and accurate group monthly management accounts and reports for operational management.
- Responsibility for all journals and final GL balances including review of month end balance sheet reconciliations and control accounts
- Production of statutory accounts for the Group and its various subsidiary companies as and when required in accordance with the relevant accounting principles

#### **Budgets and forecasts**

- To assist in the preparation of business plans and financial forecasting for existing ventures or for business being considered by the company.
- Preparation of budgets, forecasts and business plans and continued monitoring & review of performance against them to enable robust reporting of variances to the Board and third-party stakeholders
- To review monthly performance results and implement monthly variance reporting as compared to budget

- To achieve budget objectives by scheduling expenditures, analyzing variances and initiating corrective actions

### **Financial management & controls**

- Effectively manage the working capital components of the Group with specific attention to stock, debtors and cash balances.
- Manage Treasury operations
- To maximize returns and limit risk with respect to Cash and Investment.
- Raising finance, acquisitions, disposals, evaluation of investment options
- Active management of overheads whilst seeking out areas for efficiencies for savings
- Overseeing monthly processing of payroll and payments to employees.
- Responsible for the control of creditors, debtors, contractors. To negotiate terms/cash payment discounts according to policy.
- Review and update, in line with good practice, the Group's internal control environment and produce a Controls and Procedures manual for review and adoption by management.
- To carry out periodic reports to the Group's Audit Committee explaining the processes adopted and undertaken by management to keep under regular review the effectiveness of internal controls covering financial, operational & compliance controls
- Play an active role in assisting management in the risk assessment process and embedding a risk management culture throughout the organization
- To assist in performing all task necessary to execute the group Financial growth plans
- To protect operations by keeping financial information and plans confidential

### **Taxation**

- Support the company in the development and execution of the Group's taxation strategy
- Ensure returns for Corporation tax, VAT, PAYE, WHT and other relevant taxes are submitted, payments made on time and all relevant regulations are complied with

### **Information technology**

- To develop and control a centralized accounting system to ensure that accounts are effectively managed
- To take a lead role in the implementation of the upgraded Sage accounting system
- Working closely with IT to ensure users have access to the key components of the accounting system, receive adequate training and have the essential reports readily available to facilitate decision making and problem solving

**2011 – 2014**

**MTN, MEMCOS**

**Manager, Finance & Operations**

### **Key Roles & Responsibilities**

- Preparation of monthly Management Accounts to Management Committee
- Mentor and develop a direct team, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.
- Guide larger, cross-divisional teams outside of direct span of control within the company.
- Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations and corporate/overhead cost allocation
- To ensure consistent excellent service delivery to all stakeholders and solutions-based capacity to all levels of staff
- To oversee, review & ensure that the internal operations controls and policies are complied with in the processes of all transactions.
- Provide coaching, guidance and support, set professional development plans to assist employees to reach their full potential through the Performance Management process
- Develop and manage accounting staff
- Relationship Management of Auditors, Regulatory authorities and Banks
- Manage the staff payroll function ensuring efficient systems, process and controls
- To recommend training needs for staff as appropriate
- To Mobilize staff in order to fulfill the vision of the cooperative

- Positively influence other staff members to achieve results that are in the best interest of the company
- Oversee the annual insurance renewal process and ensure appropriate coverage is maintained at all times for all members under the policy.
- Maintain financial records for each project in a manner that facilitates management reports
- Provide accurate and timely reporting on the financial activity of individual projects
- Maximize income where possible and appropriate
- Take responsibility for subordinates' activities; Makes self-available to staff in order to provide regular performance feedback
- Oversee and supervise the administrative function of the Secretariat including members help desk/reception, company assets/property management, safety of the work environment, and provision of furnishings and equipment necessary for effective operations

**2007 - 2011      Lotus Capital Limited, Ikoyi, Lagos      Asst. Finance Manager  
(Treasury & Finance)**

**Key Roles & Responsibilities**

- Preparation of company management accounts and the schedule of supporting documents, variance analysis and Cash flow Statement.
- Supervision of Proprietary Fund bank account position/company client bank accounts
- Co-ordination of the company annual audit process and exercise
- Oversee weekly cash management; Approve weekly payables; Execute check signing
- Ensure legal and regulatory compliance regarding all financial functions.
- Monitoring of the company annual budget and variance analysis report
- Relationship Management of Auditors, Regulatory authorities and Bank



- Risk Management & Liquidity Report
- Daily valuation of all portfolios, mutual funds, asset-back investments etc
- To ensure remittance of statutory returns and attending/report on tax query
- To ensure adequate internal control systems and processes to secure the company assets
- Serve as finance first-stage internal check for the completeness and correctness of documentation of all requests received in finance
- Ensure prompt booking and entry of all companies realized and unrealized gains
- Management of Fixed Asset registers
- Preparation of funds Under Management – Analysis of Fund Assets & Fund Liabilities
- Relationship Management of Stockbrokers, SEC Officials, CBN officials, Registrars and Issuing Houses
- Approval of all funds Account reconciliation statements and responsibility for the integrity of the Fund Account balances etc.

2005 - 2007	Mandilas Enterprises Limited, Lagos Island (Motors/Leasing Division Financial Control)	<b>Snr. Accountant</b>
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### Key Roles & Responsibilities

- Review, monitor, co-ordinate, and Analyses the (5) branches account nationwide and report to management.
- Prepare operating and capital budgets for review and approval.
- Oversee cash, investment, and asset management.
- Review and ensure prompt remittance of all statutory deductions
- Prepare estimated profit margin of the (5) branches for submission to both the General Manager and the Financial Controller.
- Prepare inter-company statement of accounts for dispatch to respective divisions and branches shortly after the monthly accounting returns are completed.

- Liaises with external auditors, regulatory bodies and financial management consultants.
- Provides overall coordination and direction of all activities of the finance and Accounts division of the company.
- Oversees bank and creditor relationship management.
- Approval of all outgoing cheque requests, PCV's and Cash advance issued before final authorization by the General Manager.
- Monthly reconciliation of balance sheet items in the ledger.
- Attending to general administrative functions etc.

2002 - 2005

Mandilas Enterprises Limited, Lagos Island  
(Motors/Leasing Division Financial Control)

**Accountant**

**Languages**

English and Yoruba Languages

**Hobbies:**

Sports, Lecturing, Movies, Travelling, Discovery, and Reading