
ALAWODE OLAOYE TUNJI

Address: No 11 Kolawole Street Mokola Ibadan. (Note: - Ready to relocate)

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CAREER

OBJECTIVE

Looking to join the team at your Organization, bringing years of professional accounting experience across various industries to help in effectively and accurately analyzing tax returns, Receivables, income statements, balance sheets, and other financial reports.

PERSONAL

SKILLS

AND

COMPETENCES

Meticulous, analytical, confident, result-oriented with extensive and technical proficiency in Microsoft Office Suite & Excel, Cal-bus, ERP accounting packages and internet usage
Deep knowledge of Generally Accepted Accounting Principles (GAAP). IFRS, Tax (PAYE, VAT, WHT CIT), Receivables, Payables, Operating cost budget, Group & Final Account
Proposing innovative solutions to defined problems to ensure that sound decisions are made across the company. Responding quickly, responsibly and pragmatically to situation that require immediate attention, focus and action
Good Planning and Organization Skills.
Good Supervisory & Leadership Skills. Resourcefulness, ability to work in a team and under pressure. Good inter-personal relationship, sustainable flair social and business interaction.

WORK

EXPERIENCE

Royal Tee Square Trade and Investment Ltd

Accountant January 2021– Present

- Managing the financial books keeping of the Company and preparation of annual financial reports.
- Managing and Supervising the account team
- Prepare and analyze monthly profit or loss and other comprehensive income.
- Prepare and analyze monthly operating cost budget and actual operating cost comparison for the purpose of performance management.
- Budget preparation and monitoring against actual result
- Monitor Internal Audit Policy and Procedures and tracks all the Company's expenses.
- Prepare and maintain daily and monthly cash flow and monitor the ledgers account balances.
- Computation of PAYE and process tax clearance certificate
- Prepare and ensure deduction and prompt remittance/filling of taxes (WHT, VAT, PAYE, and CIT.) schedule and statutory reporting.
- Liaise with the Company's Auditors to maintain an up to date yearly Audited Accounts and Tax.
- Daily and monthly processing of Account transactions and preparation of monthly sales reports for analysis.

- Payroll Administration, Financial forecasting and Treasury Management.
- Report to Managing Director and the Chairman on financial reports and other related matter.

Evans Brothers Nig. Pub. Ltd

Accountant July 2016 – Dec, 2020

- Prepare and analyze monthly Group statement of financial position/profit or loss and other comprehensive income
- Prepare and analyze monthly operating cost budget and actual operating cost comparison for the purpose of performance management.
- Prepare and maintain daily and monthly cash flow and ledgers account balances
- Computation of PAYE and process tax clearance certificate
- Prepare and ensure deduction and prompt remittance/filing of taxes (WHT, VAT, PAYE, and CIT.) schedule and statutory reporting.
- Liaise with the Company's Auditors to maintain an up to date yearly Audited Accounts and Tax.
- Daily and monthly processing of Account transactions and preparation of monthly sales reports for analysis.
- Payroll Administration, Financial forecasting and Treasury Management.
- Maintains and implements financial internal controls, policies and procedures.
- Performs statistical, cost and financial analysis of financial reports and data, and prepares subsequent narrative analysis for management.

Evans Brothers Nig. Pub. Ltd

Receivables Accountant

January 2014 - June 2016

- Preparation of monthly receivables' ageing analysis schedule.
- Constant review of age analysis of debtors to determine debt that are due for payment and instigate process for its recovery.
- Formulating of company credit policy and manage the Credit Control team by providing strategic directions
- Follow-up and implement the actions as stipulated on the credit policy of the company.
- Follow up with the responsible Sales Representatives to confirm the accuracy of customer account balances.
- Lead negotiation of payment plans and improving debt collection
- Ensure good communication and interactions with credit customers. Follow-up with the credit customers in order to solve any issue related with outstanding balance.
- Reviewing credit application and credit references to set credit limits and ensure credit worthiness
- Monitor the daily work routine of credit team and report to the Head of finance
- Responsible for outstanding debt collection from client
- Monthly reconciliation of debtors' updates reports
- Regularly reviewing the process and procedure to reduce debt and debtor days
- Weekly/monthly report on all outstanding debt and any observation that can help the company

- Prompt visiting depots and customers for the purpose of debt confirmation and or collection as may be required.
- Coordinating, controlling and monitoring the general credit unit's activities.
- Prepare and ensure prompt filling of WHT, VAT, PAYE CIT and statutory reporting.

Evans Brothers Nig. Pub. Ltd

Credit Control Officer

April 2010-December 2013

- Updating and prompt reconciliation of debtors' balances to ensure correctness of debt using manual invoices and receipts.
- Checking of manual receipts and invoices for all depots including head office to ensure that they were posted correctly into the system.
- Constant review of age analysis of receivables to determine debt that are due for payment and instigate process for its recovery.
- Weekly/monthly report on all outstanding debt and any observation that can help the company.
- Visit depot for the purpose of debt confirmation and or collection as may be required.
- Preparation of monthly cash flow statement and bank reconciliation statement.
- Generate daily report or credit customers account analysis for review and correction

Eruwa Community Bank NOW Excel Microfinance Bank

Risk / Credit Control Officer

May 2004 – February 2006

- Assessment of customer who qualify for loan.
- Process and grant loan facilities to customers.
- Determine the control measures to secure granted loan.
- Monitoring the customer's repayment process.
- Visiting customers to confirm their business performances and issues surrounded it

CERTIFICATIONS

AND

MEMBERSHIPS

The Institute of Chartered Accountants of Nigeria (ICAN) 2019

Associate Member

TRAINING

ACQUIRED

Integrated reporting System: Concept, Application, Benefits & Challenges (SPECO MANAGEMENT AND FINACIAL CONSULTANTS) -Certificate of attendance. 28 and 29 November 2018

EDUCATIONAL

BACKGROUND

Moshood Abiola Polytechnic Abeokuta Ogun State HND Accounting 2007

Federal Polytechnic Offa Kwara State OND Accounting 2003

Eruwa High School New Eruwa

SSCE

1999

PERSONAL

DATA

Sex: Male

Marital Status:

Married

Nationality: Nigerian

Health Status: Very Good

State of Origin: Oyo

Date of Birth: 12th February 1983

REFEREES

Available upon Request