

OLUWATOBI OLANREWaju Michael

Plot 5, Kins Estate
Satellite Town Abule Ado,
Lagos State Nigeria.

Mobile:07031041664; 08167359470
Email:olanrewaju.oluwatobi89@gmail.com

CAREER OBJECTIVE

To contribute effectively in a success driven team to achieve target goals and in the process achieving personal career advancement.

PERSONAL DATA

Date of Birth: September 11, 1989
Marital Status: Single
Sex: Male
Nationality: Nigerian
Languages: English and Yoruba

PROFESSIONAL CERTIFICATION

Institute of Chartered Accountants of Nigeria
Associate Chartered Accountant

INSTITUTIONS ATTENDED AND QUALIFICATIONS OBTAINED

Adekunle Ajasin University, Akungba-Akoko, Ondo state. [BSc. Accounting: Second Class Upper Division]	2012
St.Peter's Unity Secondary School, Oyemekun Akure. [Senior School Certificate Examination]	2008
Adetola International Nursery and Primary School Akure. [Primary School Leaving Certificate]	2002

SKILLS AND ATTRIBUTES

- Financial recording, preparation, interpretation, analysis and reporting skills.
- Excellent working knowledge of Microsoft office suite (Word, Excel and PowerPoint).
- Good usage of Quickbooks, Gofruga ,Sage Evolution and Peachtree and easy adaptability to any Finance and Accounting software.
- Excellent internet-web ability and maximum use of technology in getting work done timely, effectively and efficiently.
- Highly organised and deadline oriented.
- High level of accuracy and attention to details.
- Excellent Communication, Writing and Interpersonal Skills.
- Ability to work with little or no supervision.
- Result oriented and dedication to duties.
- A leader and a good team player.

WORK EXPERIENCE

Josien Holdings Limited

May 2019 till date

Position: Accountant.

Responsibilities:

- Development of strategies in the recovery of overdue receivables.
- Reconciliation of account Receivable to ascertain old and ensure current receivables are properly managed.
- Management and reconciliation of account payable.
- Preparation of bank reconciliation statements.
- Assistance in the monthly/year-end closing of books.
- Management of Property Plant and Equipment (PPE) register.
- Fixed assets verification exercise.
- Development of proper cash flow management (collections and control).
- Preparation of management reports.
- Establishment of internal control system and further discussion with the management for implementation.
- General ledger review and daily posting into various ledgers.
- Attending to any other financial matters as it affects market and financials.

Karma Mart Limited Lagos.

March 2018 -May 2019

Position: Retail Accountant

Responsibilities:

- Preparation and maintenance of financial statements.

- Co ordination of daily accounting activities.
- Creation of journal entries in the ledger.
- Management of Payables.
- Checking, raising of vouchers and posting of daily POS receipts.
- Daily preparation of POS excel sheet to ascertain POS charges and posting of entries.
- Reconciliation of POS receipts to ascertain accurate credit in all bank accounts and communicating any discrepancy to appropriate persons.
- Collecting, checking and filing of suppliers' invoice.
- Checking for accuracy, completeness and credit terms before raising cheque payment voucher, cheque and posting of entries after proper approval.
- Acting as source of information and communicating as required to the head office.
- Handling and reconciliation of inter branch ledgers.
- Assist with the preparation and filing of local tax (PAYE and VAT).
- Assist in the implementation of audit recommendations.
- Responsible for ensuring integrity of cash collection process.
- Ensuring compliance with treasury policy.
- Reconciliation of financial discrepancies by collecting and analyzing account information.
- Summarizes current financial status through the preparation of statement of financial position, statement of profit or loss and other comprehensive statement and statement of cash flow.
- Reporting financial status and activities to the shareholders.
- Reconciliation of POS transactions.
- Thorough checking of invoices for accuracy and authorized approval.
- Preparation of bank reconciliation statement.
- Payroll administration and posting.
- Ensuring adherence to internal control measures and review of controls as need arise.
- Maintenance of noncurrent asset register.

Ceci Supermarket Akure

March 2017 - Feb.2018

Position: Retail Accountant

Responsibilities:

- Management of Trade payable.
- Management and reconciliation of POS transactions.
- Preparation of daily cashier report
- Contributing to the expenditure control effort by ensuring prepayment audit and ensuring that competitive tendering is applied in all purchases wherever applicable.
- Monthly filing of tax returns (vat and payee).

	<ul style="list-style-type: none"> • Checking of procured items before they are received into store. • Preparation and management of payroll • Any other task as may be required from time to time. <p>Stoneworks Industries Limited Akure. April 2014 - Feb.2017</p> <p>Position: Financial Control Officer II</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Review of all GLs for accuracy and completeness. • Managing Account Receivables and Payables • Responsible for ensuring integrity of cash collection process.. • Administration of cash advance and petty cash float. • Reconciling Bank GLs with corresponding Bank statements. • Management of PPE Schedule for accuracy and completeness. • Preparation and processing of monthly VAT returns. • Scheduling and making payment arrangements. • Participating in preparation and review of monthly financials. • Any other task as may be required from time to time. <p>Stoneworks Industries Limited Akure. Jan. 2014 - April 2014</p> <p>Position:Sales Executive</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Preparation of daily Sales report and communicating it to relevant authorities. • Daily update of Account Receivables • Collection of cash and issuance of sales invoice to clients • Client contact management • Preparation of daily cash summary reflecting amount banked and cash in transit • Preparation of Truck record for Haulage transactions. • Respond promptly and completely to both client and internal enquiries <p>National Youth Service Corps (NYSC) November 2012-October 2013 Ilorin South Secondary School Oke Adin , Ilorin Kwara State.</p> <p>Position: Teacher</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Taught Bookkeeping and Accounting.
Hobbies	Reading and watching soccer game

Relocation	Willing to relocate.
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REFEREES	
	<p>Mr. Olatunji Dayo (ACA) Financial controller. Stoneworks Industries Ltd. Akure Ondo State. 08035762828.</p> <p>Akinwumi Kolawole (ACA) Head, Finance and Administration. National Identity Management Commission, Akure. Ondo State. 08034916867</p>