

MANSUR BADMUS, ACA

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Build on and consolidate a successful career within an enabling corporate environment by contributing my own both independently and inter-dependently to the growth of my employer by applying my past experiences professionally.

KEY SKILLS

- Financial Reporting & Accounts Operations
 - Cash Budgeting/Forecasting
 - Fixed Assets Management
 - Financial Analysis
 - Data Analysis with Python
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TECHNOLOGY SUMMARY

MS Office (Word, Advanced Excel, PowerPoint) ● Sage ● Orion (ERP)

EDUCATION

Lagos State Polytechnic, Isolo, Lagos State – HND Accounting, 2008 (Upper Credit)
Ajayi Crowther Memorial Grammar School – WASSCE 1999

PROFESSIONAL QUALIFICATION

Associate Chartered Accountant (ICAN) #38674

WORKING EXPERIENCE

Addax Staff Co-operative Society Ltd

2017- till date

Post: Senior Accountant

Job Description:

- Manage the process of financial reporting
- Manage the process of repayment of loans to banks and payments to other contractual parties.
- Manage the process of loan disbursement and repayment from members
- Preparation of Bi-monthly payroll deduction schedule.
- Manage members' accounts/funds.
- Prepare monthly bank reconciliation statement
- Maintain and reconcile general ledgers (including PAYE Tax & Pension) as well as correction of wrong posting/classification. Updating and reconciling loan schedule.
- Supervising, coordinating and pre-approved vendors invoices and payments processes for approval.

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De United Foods Industries Ltd

2015 – 2016

Post: Accountant

Job Description:

- Coordinate intercompany account closing and pre-closing processes in line with the month end close calendar to ensure timely reporting.
- Ensure adequacy of ledger entries into ORION ERP and generate accurate, timely periodic financial statements (B/S, P&L & CFS) vs. Budget.
- Report on weekly production and sales report for Noodles, Pasta and Chinchin .
- Ensure the preparation of timely and accurate monthly flash results and reports for operational management.
- Prepare and reporting of individual factory and group-wise Gross Profit analysis for Noodles
- Responsible for capitalization/transfer and disposal of fixed Assets.
- Compile support documentation for Capital Acceptance Certificate processing.
- Ensure proper filing and safe custody of fixed asset transaction documents.
- Review of the reconciliation of all sub-ledgers with the General Ledger as well as intercompany accounts reconciliation
- Support in the analysis of Usage variance for all the raw materials for Noodles.
- Assist the Group CFO in the preparing of monthly Operation reports.

Buy more merchandising ltd.

2011–2014

Post: Accountant

Job Description:

- Daily bank reconciliation and cash book update
- Daily review of stock item and reporting to enhance reordering and control.
- Preparation and input of month end journal vouchers.
- Responsible for financial accounts including budgets and cash-flow.
- Responsible for PAYE and VAT reconciliations.
- Posting records on RMAN Software
- Maintains financial records by analyzing balance sheets and general ledger
- Analysis fixed asset and depreciation for capital allowance purposes
- Processing of Payment Vouchers.

E.S.A OPASINA & CO. (Chartered Accountants)

2008-2010

Post: Audit Trainee

Job Description:

- Review of client account and examination
- Assisting in the preparation annual tax computation for business clients.
- Analysis of companies Payroll for computation of ITF levy.
- Assist business clients in filling Annual Tax returns
- Responsible for PAYE and VAT reconciliations.
- Analysis fixed asset and depreciation for capital allowance purposes.

REFEREES

Available on request