

ADEBAYO LUKMAN ISHOLA

08032343818 & 07058790013

adebayolukman@gmail.com, adebayolulukman@gmail.com

Lukman is an analytical and strategic minded Accountant with progressive accomplishments in managing and supporting business solutions and functions across several industries in audit, finance, taxation and project management

Lukman possesses outstanding stakeholder management skills and brings with him a wealth of experience specifically in Finance and Audit both internal and external, functional/process analysis and improvement, project management and IT system implementation.

He is accustomed to managing both a finance department, audit department and leading and external audit team together with managing multi-disciplined teams of up to 25 people.

He is also a multitalented person and craves for knowledge in every facet of life and things he comes across.

PUZZLES GROUP LIMITED

POSITION: Head Internal Control and System

January 2013-Till date

The Internal Audit Department Establishing an effective and independent internal audit service for the management support of the Company Managing a sound Internal Control System within the company and planning, supervising and reporting the results of all internal audits and related assignments with recommendations wherever applicable.

- Conducting Internal Control evaluation and risk assessment to identify loopholes and areas requiring management intervention to prevent frauds, embezzlements, misappropriations, misuse and wastage and ensuring that objectives of the organization are achieved economically, efficiently and effectively.
- Preparing an Annual Internal Audit Plan based on risk assessment including tasks, assignments and timelines for completion for each task and main activities, personnel to be employed, and reporting results of audit.
- Preparing special reports when asked for by the management on various aspects of financial management, including asset management and security, financial reporting, decision support systems, management information systems.
- Assisting to assess internal controls over contract management, payments, and ex-post review of procurements etc. when required.
- Facilitating the Internal Audit department in undertaking periodic reviews and annual audit of company transactions as whole i.e. financial, human resources, Information Technology, admin etc. as it relate to compliance with the General Acceptable Audit Practice in terms of reviewing the policies, processes and procedure.
- Assisting the finance department in preparation Standard Operating Procedures in critical areas like meeting financial obligations under procurements and the process itself. Specifying internal checks including pre-audit checks, adherence to policies procedures and compliance with rules, laws and regulations to ensure that transactions with contractors/consultants or any third parties are made by them in accordance with the stipulated guidelines, policy, procedure and processes.
- Ensuring that systems exist for generation of accurate and reliable financial and other information;
- Conducting any other related task that may be assigned by the management

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- Engaging in conduct of market survey in order to have an established and approved pricing system of recurrent item of purchase.

POSITION: Head Finance and Account

January 2009-December 2012

RESPONSIBILITIES/ DUTIES

- Preparation of Monthly management Account and Final Account for management and Audit purpose for client.
- Maintain the financial rules, procedure, and record to meet tax and audit purpose for client.
- Ensuring timely preparation of Budgets and Budgetary Control including the use of variance and other controls tools to monitor the achievement of set targets for client.
- Management of the budgetary process including the preparation, coordination, collation of Budget in accordance with company requirement and within set timeliness.
- Liaising with External Auditors during periodic examinations & annual audit.
- Involvement in all units' activities (expenditures, general ledger, fixed asset, credit control, procurement cashier and business support).
- Give advice of financial implication in forum such as Finance committee meetings and Investment committee

ACHIEVEMENT

- Setting up of the Account Department
- Cost Saving on major project undertaken by the company, E.g. Minna Housing Project, Lagos School building Project, Nigeria Police Biometric Data Capture etc.

ADE, ADEBAMBO ADELALU & CO (Chartered Accountants)

Responsibilities

External Audit, Tax Management, Departmental Administration and Staff Training

Job Achievement(s)

- Departmental head with its associated administrative responsibilities
- Managing, liaison and leading audit assignments for both Plc, Limited, Small and Medium companies,
- Review of audit working papers files for quality control purposes
- Training manager - Appraisal of trainee training needs both educational and on-field training, ICAN registration, ICAN class enrolment and monitoring compliance with approved Firm training manual
- People management experience
- Consolidation of group financial statements
- Planning, performing & completion of A-Z audit program
- Leading team of consultants in carrying out consulting assignments for clients
- Prepare audited financial statements for various types of business e.g. financial institutions, manufacturing, insurance, professional associations, NGOs, Govt. establishment, hotels and educational institution.
- Investigation on financial related issues as spelt out in the engagement letter (fraud investigation)
- Engagement in assignment in which the firm is acting in advisory capacity

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- International Financial Reporting Standards conversion for Public Limited Liability Company, Small and Medium Company, Manufacturing and hospitality business.

OMEGA SAVINGS AND LOANS LIMITED (Mortgage bank)

POSITION: Financial control

2007-2008

- Preparation of Monthly management Account and Final Account for management and Audit purpose for client.
- Maintain the financial rules, procedure, and record to meet tax and audit purpose for client.
- Ensuring timely preparation of Budgets and Budgetary Control including the use of variance and other controls tools to monitor the achievement of set targets for client.
- Management of the budgetary process including the preparation, coordination, collation of Budget in accordance with company requirement and within set timeliness.
- Liaising with External Auditors during periodic examinations & annual audit.
- Involvement in all units' activities (expenditures, general ledger, fixed asset, credit control, procurement cashier and business support).
- Give advice of financial implication in forum such as Finance committee meetings and Investment committee.
- Supervising Treasury Operations, Funds Transfers Entries and Asset Management Officers.
- Overseeing Reconciliation of all suspense accounts.
- Ensuring Prompt rendition of weekly, mid-month and monthly returns.

ACADEMIC QUALIFICATIONS

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| ➤ Master of Science Business Admin {MSc} | Ongoing |
| National Open University of Nigeria | |
| ➤ Post Graduate Diploma{Financial Mgt} | 2015 |
| National Open University of Nigeria | |
| ➤ Member ISACA {2015} | 2016 |
| ➤ Member Chartered Institute of Public Finance & Accountancy | Chartered Public Finance Accountant {CPFA} |
| | Associate ACFE |
| ➤ Member Association of Certifier Fraud Examiner {ACFE} | |
| ➤ Member Institute of Internal Auditor {IIA} | IIA Member {2013} |
| ➤ 2003 Institute of Chartered Accountants of Nigeria | Associate Chartered Accountant {ACA} |
| ➤ 2004 Federal Polytechnic Ede, Osun State | Higher National Diploma {HND} |
| ➤ 2000 Institute of Chartered Accountants of Nigeria | Associate of Accounting Technician {AAT} |
| ➤ Nov / Dec., 2000 | S.S.C.E{Private} |

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PERSONAL

Date of Birth: 4th August, 1977

Sex: Male

Marital Status: Married

Nationality: Nigerian

State: Ogun

Local Govt Area: Abeokuta South

Languages: English, Yoruba

Computer Skills: Microsoft Office Suites, Globus Banking Software, Sage 50 Accounting Software.