**Aminu, Bayo Lukman**

**Location: C/o Mr. Sunkanmi Afolayan,**

114, Ojuelegba Road, Surulere, Lagos, Nigeria

**Mobile:** +234 8028529081 **Email:** [aminubl@yahoo.co.uk](mailto:aminubl@yahoo.co.uk)

**PROFESSIONAL PROFILE**

A dynamic personality who is focused, result driven, conscientious and determined to achieve set goal(s) with a positive outlook on life.

However, my previous experiences also exposed me to a lot of record – keeping, people-relations, decision making, working as a team, attributes I hope that will be very significant in the kind of person every organization will be desired to work with.

**CORE COMPETENCIES**

* Financial Accounting \* Accounts & Bank Reconciliation
* Financial Modelling \* Microsoft Office Suite
* Account Management \* Financial Reporting (IFRS)
* Team Leadership \* Completing regular (quarterly & annual) tax returns
* The legal and actual due date of remitting Pay As You Earn (PAYE), due date for Value Added Tax (VAT) & withholding Tax (WHT) returns etc.,
* The name of the company determines where the VAT, WHT etc., should be paid into.
* Auditing.

**CAREER SUMMARY**

* B.Sc., (Second Class Upper Division), ACA
* Consultant at Segun Adeboye & Company
* Project Accountant at Telnet Nigeria Limited
* Assistant Company Accountant at Telnet Nigeria Limited
* Accounts Officer at SDEM Erectors Nigeria Limited
* Accounts & Admin Officer at Bedak Nigeria Limited
* Financial Analyst at KTIP Consulting

**WORK EXPERIENCE**

**Consultant Till date**

**Segun Adeboye & Company**

**(Chartered Accountants/Tax Consultant)**

**Responsibilities:**

* Conducting research, surveys and interviews to gain understanding of the business.
* Analyzing statistics.
* Detecting issues and investigating ways to resolve them.
* Assessing the pros and cons of possible strategies.
* Compiling and presenting information orally, visually and in writing, and
* Making recommendations for improvement, using computer models to test them and presenting findings to client

**Project Accountant 2015**

**Telnet Nigeria Limited**

**Responsibilities:**

* Ensure consistent billing and financial reporting at project levels by following best practices.
* Review project budgets, staffing and work plans to guarantee appropriate fees.
* Offer exact invoices to clients and coordinate consultant payments.
* Monitor accounts receivable and support project managers with collection efforts.
* Run and send pre-bills for project manager’s review and instruction, and
* Prepare invoices making changes and notifying timesheet errors to supervisors.

**Assistant Company Accountant 2011**

**Telnet Nigeria Limited**

**Responsibilities:**

* Preparing financial documents such as invoices, bills, and accounts payable and receivable.
* Completing purchase orders.
* Managing payroll.
* Completing financial reports on a regular basis and providing information to the finance team.
* Assisting with budgets, and
* Completing bank reconciliations.

**Accounts Officer 2009**

**SDEM Erectors Nig. Ltd (Member of Global Energy)**

**Responsibilities:**

* Handle accounts payable and receivable.
* Maintain records of business costs, such as labor and material.
* Check invoices for inaccuracies.
* Reconcile accounts with the general ledger.
* Handle general account queries, and
* Contact clients about invoices that are past due.

**Accounts & Admin Officer** **2007**

**Bedak Nig. Ltd (Dealer to Mobil Oil Nigeria Plc.)**

**Responsibilities:**

* Purchasing and maintaining supplies.
* Overseeing the housekeeping and maintenance of the building, both inside and outside.
* Ensuring that the building and facilities are in compliance with health, environmental and security standards.
* Monitoring energy usage and consumption, and making recommendations or policies to limit expenses in this area, and
* Overseeing administrative and support functions; for example, outlining the duties and responsibilities of an administrative assistant.

**Financial Analyst 2005**

**KTIP Consulting**

**Responsibilities:**

* Gather and organize financial data from all accounting departments.
* Compile and analyze financial reports and find discrepancies that require senior management’s attention.
* Manage the general ledger and devote time to risk management, especially with regard to accounts receivable.
* Prepare financial reports with reliable conclusions that management can use to implement more effective operational strategies, and
* Forecast models for revenue changes and expenditure increases/decreases.

**EDUCATION**

**B.Sc., Accounting, (Second Class Upper Division Honours) 2003**

University of Uyo

**National Diploma in Business Studies (Upper Credit)** **1998**

Kaduna State Polytechnic, Zaria

**PROFESSIONAL TRAINING(S) AND CERTIFICATION(S)**

Associate Chartered Accountant **2010**

* Audit, Investigations & Forensic Accounting Faculty – ICAN: Technology as New Face of Audit, July 11, 2018.
* Professional Accountants Christian Ministry - Empowerment Summit, October 7, 2017.
* The Workability of Voluntary Assets & Income Declaration Scheme (VAIDS).
* Beyond Theoretical Recession; Analysing Nigeria’s Troubled Economy and the way forward.
* The Institute of Chartered Accountants of Nigeria (ICAN) – ICAN Economic Discourse – Lagos, April 24, 2017
* Assessment of Economic Recovery & Growth Plan/2017 Budget
* The Institute of Chartered Accountants of Nigeria (ICAN) – Tax Practice Sector – Lagos. April 14 -15, 2014.
* Implementation of Transfer Pricing Regulations in Nigeria: Key issues and challenges
* Tax Returns Under IFRS Regime: Key considerations for large and medium size businesses.
* Tax Implication of e-Commerce and Technology Based Services.
* Power Sector Reform: Tax Considerations for Key Stakeholders.
* Deloitte: Certificate Training on IFRS by Deloitte. October 22- 24, 2012.
* Central Bank of Nigeria (OFID) – Presentation of Audited Financial Statements, March 16 – 17, 2005.

**TECHNICAL PROFICIENCES AND ABILITIES**

* Ability to work in physically and mentally demanding environments, IT skills (MS – Office-Word, Excel, Power Point, Sage Pastel Evolution, QuickBooks Professional 2002, and Microsoft Dynamics or Microsoft Great Plains).
* Communication and inter personal skills, strong analytical and problem solving skills.
* Implementation of policies and regulations, team building, leading and motivational skills.
* Strong collaborative skills.
* Ability to lead and motivate people.
* Adherence to business best practices.
* Ability to grasp new ideas and concepts quickly, and
* Ability to develop and implement innovations.

**PERSONAL DETAILS**

**Nationality:** Nigerian

**State of Origin:** Kogi

**Local Government Area:** Ijumu

**Marital Status:** Married

**Date of Birth:** November 27, 1978

**Languages Spoken:** English, Hausa & Yoruba

**HOBBIES:**  Football, Traveling, Reading, and knowing people.

**REFEREES:** To be supplied on request.