

AKANBI OLUWATOYIN SAHEED *(B.Sc, MNIM, ACA, MBA, ACTI)*

Plot 8, Block 5A, Phillip Ojedokun Drive, Magodo Isheri, Lagos State.

Phone members: 07064650765, 07038304607.

akanbioluwatoyinsaheed@gmail.com

PERSONAL INFORMATION

DATE OF BIRTH:	3 rd June, 1990
SEX:	Male
MARITAL STATUS:	Married
NATIONALITY:	Nigerian
STATE OF ORIGIN:	Kwara State
LOCAL GOVERNMENT AREA:	Ilorin-South
LANGUAGES SPOKEN:	Yoruba & English, and fair level of Hausa language.

PERSONAL STATEMENT

To be effective and result oriented personnel through hardworking, excellent performance, competence and deep sense of commitment to work in a well structural organization where excellence thrives and productivity is appreciated with focus on attaining the highest level.

CORE SKILLS

- Experience in liaising with banks, auditors, and legal departments.
- Financial Planning and Strategy.
- Managing Profitability.
- Strategic Planning and Vision.
- Building Relationships.
- Effective Communication.
- Teamwork.
- Organizational skills.
- Problem solving.
- Forecasting.
- Corporate Finance.
- Developing Budgets.
- Financial Skills.
- Account reconciliations, bookkeeping, accrual accounting, budgeting processes, and payroll.
- Ability to deal with enormous quantities of financial data.

- Tax Preparation & Audit Review.
- Numeracy skills, credit control, updating spreadsheets, and MS Office and Excel (QuickBooks & SAGE).

INSTITUTIONS ATTENDED WITH DATE:

Bayero University, Kano [BUK]	2010 - 2014
Government Secondary School, Ilorin [G.S.S]	2002 - 2008
Oke - Aluko School A, Ilorin	1996 - 2002

EDUCATIONAL QUALIFICATIONS WITH DATE:

Associate Member of Chartered Institute of Taxation of Nigeria (ACTI)	2020
Masters of Business Administration (MBA Taxation)	2020
Associate Chartered Accountant (ACA)	2019
Nigerian Institute of Management (NIM)	2015
B.sc Accounting [Second Class Upper]	2014
Senior School Certificate (NECO)	2008
School Leaving Certificate	2002

WORK EXPERIENCE:

Kwara State Internal Revenue Service (KW-IRS) **Jan, 2016 - Till date**

• AS TAX AUDITOR:

Schedule of Duties:

- Computation of tax liability on annual returns as being filed by tax payers.
- Conducting back duty audit exercise for statutory period of six (6) years on WHT and PIT under PAYE scheme.
- Conducting Investigation on taxpayers when the need arises.
- Responding to letters of objection from Taxpayers.
- Reviewing Tax Audit reports as submitted by consultants.
- Carrying out the audit of Federal Ministries, Department and Agencies (FMDs) in respect to PAYE deductions and other revenue items.

• AS ACCOUNTANT:

Schedule of Duties:

- Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls.
- Update and Maintenance of Payables Ledgers.
- Supervised the proper keeping of cash book for cash flows.

- Maintain various ledgers, journals, registers and other records; allocates revenues to appropriate functions; classifies expenditures and post to various accounts as required.
- Ensure that all financial information relating to regulatory authority (VAT, WHT, PAYE, Pension etc) is resolved monthly and promptly.
- Review and process expense vouchers, invoices, and other fiscal documents for payment; reconciles various financial reports and other data concerning fiscal operations.
- Maintenance of daily Cash Book.
- Conduct of Monthly Bank Reconciliation Statement.
- Prepares financial statements, reports of operations, expenditure reports, statistical data, and other information concerning financial requirements; assists in gathering and reviewing data for preparation of budgets.

• **AS PROCUREMENT OFFICER:**

Schedule of Duties:

- Process purchase requisition/orders after due authorization/approval.
- Comply with and maintain knowledge of applicable rules, legislation, and regulations, standards and best practice of procurement.
- Establish and negotiate contract terms and conditions and maintain supplier relationships.
- Invite supplier/contractor for tenders, bids, quotations and proposals.
- Administer contract performance, including delivery, receipt, warranty, damages and insurance.
- Work with internal and external stakeholders to determine procurement needs, quality and delivery requirements.
- Carry out price intelligence and quality assurance.
- Calculating and comparing costs for required goods or services to achieve maximum value for money.
- Supervising, coordinating and receiving goods from contractors.
- Ensure payment of contractors is treated and carried out by appropriate directorate/department.
- Ensure that vendor contract is in line with Procurement Policy.

Wesley University of Science and Technology, Ondo. Bursary Unit, (NYSC)

2014 - 2015

Schedule of Duties:

- Preparation of Monthly Bank Reconciliation Statement.
- Maintenance of Cash Book.
- Preparation of staff loan schedule.
- Managed daily reconciliation on all inflows & outflows of funds.

- **AS SALES REPRESENTATIVE:**

Schedule of Duties:

- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.

TRAINING ATTENDED

- **Top Notch Accounting skills for Accounting Officers**
@Timeline Global Link Consulting, Lagos. **May 20 - 24, 2019**
- **Maximizing Efficiency in Tax Administration**
@ Whitefield Hotel Ilorin, Kwara State. **May 18 - 20, 2018**
- **Strategic Procurement & Vendor Management Course**
@Tom Associate Management Development Center, Lagos. **Aug. 14 -18, 2017**
- **Strategic Revenue Mobilization**
@ KW-IRS Corporate Head Office, Ilorin **Jan. 11 - 29, 2016**

PROFESSIONAL SKILLS

- Adequate knowledge of I.T and proficiency in the use of Microsoft of Office applications.
- Self-motivation.
- Organizational skills and ability to manage deadlines.
- Ability to reflect on my own work as well as the wider consequences of financial decisions.
- Time Management.
- Accounts Reconciliation.

COMMUNICATION & LEADERSHIP SKILLS

- Excellent written and verbal communication skills.
- A high level of self-motivation.
- Outstanding numeracy and bookkeeping skills.
- Excellent analytical skills.
- The ability to approach and solve problems in a calm, controlled manner.
- Empathic listener and persuasive speaker.
- Ability to build strong team work and effective interactions in a multi-cultural environment.

EXTRA CURRICULUM ACTIVITIES

- Reading and Writing
- Travelling

REFEREES:

Alh. Olanrewaju Mohammed Adam,

National Institute of Hospitality and Tourism (NIHOTOUR),

6, Mike Akhigbe Street, Utako, Abuja.

Telephone: **08034247525**

Mr Rufai Mohammed Kabiru,

Head, Internal Audit

Kwara State Internal Revenue Service (KW-IRS)

27, Ahmadu Bello Way, Ilorin.

Telephone: **08035792318**

Mr Lekan Rotimi,

Former Director, MDAs,

Kwara State Internal Revenue Service,

27, Ahmadu Bello Way GRA, Ilorin.

Telephone: **08055000023**