

AKINTOYE, ITUNUOLUWA KIKELOMO

No 7, Alhaja Agbeke Sanyaolu Off Alhaji Adewunmi Fowewe, Off Allan Balogun, Greenville Residential Estate, Agungi, Lekki, Lagos.

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1. CAREER OBJECTIVE

To join an organization/audit firm that will provide me challenging accounting goals and tremendous career growth opportunities. To advance my career as renowned accountant. Also, to work with professionals in providing suitable solutions for the organization, while applying and deepening my knowledge and skills.

2. PERSONAL DATA

Date of birth:	28 th July, 1988
Gender	Female
Marital status:	Single
Nationality	Nigerian
State of Origin	Ondo

2007 – 2011	Ajayi Crowther University, Oyo, Oyo State	B.Sc Accounting
1999-2005	St. Louis Secondary School, Ondo, Ondo State,	SSCE

3. PROFESSIONAL MEMBERSHIP

INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)

4. WORK EXPERIENCE

Organization:	KCBC PARTNERS (Audit and Accounting Firm)
Position:	Audit Senior
Period:	January 2019 – Till date.
Task:	
	<ul style="list-style-type: none">Involved in audit assignment of a client outside Lagos; (Pamo University of Medical Science and Pamo Clinics and Hospital Port Harcourt)Prepare Audited Account of a nursery school for three consecutive years; (Curia Regis School, Victoria Island Lagos)Perform cash count and bank reconciliation for the purpose of the audit exercise;Carry out physical verification of fixed assets to confirm the existence, the cost, the condition and also confirming if the assets are properly classified;Re-computation of client's payroll ;Computation of fixed asset's depreciation;

Organization:	DABAJ ENGINEERING COMPANY Yaba, Lagos
Position:	Company's Accountant and Assistance to Admin Manager
Period:	July 2017 – December 2018.
Task:	
	<ul style="list-style-type: none">Report to management regarding issues on finances;Record the company's Receipts and Expenditures on daily basis;

<ul style="list-style-type: none"> • Prepare, examine, and analyze accounting records, financial statements, and other financial reports;
<ul style="list-style-type: none"> • Establish table of account on excel sheet and assign entries to proper accounts;
<ul style="list-style-type: none"> • Raise payment vouchers for requests made by engineers working on the site and take it to the Managing Director for approval;
<ul style="list-style-type: none"> • Reconcile the bank statements with record input on the Excel sheet every month;
<ul style="list-style-type: none"> • Report to Admin Manager on matters arising within the administration of the company;
<ul style="list-style-type: none"> • Carry out duties assign by the admin manager at any point in time.

Organization:	KCBC PARTNERS (Audit and Accounting Firm) Lekki Phase 1, Lagos
Position:	Audit Staff.
Period:	May 2013 – July 2017
Task:	
<ul style="list-style-type: none"> • Led a team in various statutory audit assignments; 	
<ul style="list-style-type: none"> • Prepare Audited Account for small scale businesses using their bank statements and petty cash book; 	
<ul style="list-style-type: none"> • Responsible for vouching clients' files such as petty cash book, journals, bank statements and other necessary documents; 	
<ul style="list-style-type: none"> • Represented my firm in the team that carried out forensic audit of a large National Mortgage Institution; 	
<ul style="list-style-type: none"> • Responsible for preparing Fixed Asset Schedule; 	
<ul style="list-style-type: none"> • Prepared a management report for a client's financial Audit for the financial year ending 2014; 	
<ul style="list-style-type: none"> • Attended a client's (A Medial company) Annual General Meeting to present prepared audited accounts; 	
<ul style="list-style-type: none"> • Verification of Revenue Mobilization Allocation on behalf of Federal Inland Revenue Service and Nigeria Custom Service for 2012 to 2015. 	

Organization:	BIOFEM PHARMACEUTICALS NIGERIA Ikeja, Lagos
Position:	Junior Accounting Officer
Period:	Jan - April 2013
Task Completed:	
<ul style="list-style-type: none"> • Reconciled bank statement and general ledger account on Excel; 	
<ul style="list-style-type: none"> • Posted bank charges to general ledger on Peachtree; 	

Organization:	BOARD OF INTERNAL REVENUE, IBADAN (NYSC)
Position:	Junior Accounting Officer
Period:	Mar- Oct 2012
Task Completed:	
<ul style="list-style-type: none"> • Accounted for staff's monthly car loans on Microsoft Excel; 	
<ul style="list-style-type: none"> • Book-keeping of payment vouchers every month; 	
<ul style="list-style-type: none"> • Assisted with solving petty cash related issues for civil servants working in the ministry. 	

Organization:	SWISS PHARMA NIGERIA LIMITED, LAGOS (Industrial Training) Ikeja, Lagos
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Position:	Junior Accounting Officer
Period:	Sept - Nov 2010
Task Completed:	
<ul style="list-style-type: none"> Record keeping of staff's monthly car loans on Microsoft Excel; 	
<ul style="list-style-type: none"> Prepared monthly salaries of the staff and wages for Junior staff; 	
<ul style="list-style-type: none"> Responsible for issuing cheques to creditors; 	
<ul style="list-style-type: none"> Collected products from warehouse for disbursement to Sales Officers. 	

Organization:	IMPERIAL ALUMINIUM NIG. LTD Ikeja, Lagos.
Position:	Inventory Officer, Store
Period:	Aug - Sept 2010
Task Completed:	
<ul style="list-style-type: none"> Checked goods brought by suppliers and making sure they are complete and correct with the respective Local Purchase Order; 	
<ul style="list-style-type: none"> Prepared way bills when finished products are taken out; 	
<ul style="list-style-type: none"> Responsible for reconciling invoices with the amounts paid in while monitoring supplier's statement of account; 	
<ul style="list-style-type: none"> Weekly stock taking; 	
<ul style="list-style-type: none"> Updated accessories cards to account for products taken out by factory workers. 	

5. SKILLS

Analytical, Financial Reporting, Planning, Problem Solving, Researching, Active listening, Diligent, Well Organized, Microsoft Word; Excel; PowerPoint, Critical Thinking, Observation and Information Technology.

6. INTEREST/ HOBBIES

- Traveling, Listening to music, Event Planning, Analyzing, Reading online news and meeting people.

7. REFEREES

- Available on request