

### **Career objective**

An aspiring financial and management information analyst with over 20years commensurate graduate and managerial experience working in finance departments of various sectors and at different positions. An effective communicator, with excellent numerate skills and an ability to adequately interpret daily financial information, for management utilization.

Personal objective: To make a positive impact in encountered spheres of endeavour

### **Personal profile:**

Sex: Male.  
Date of Birth:06-08-1973  
Marital Statues: Married  
Nationality: Nigeria.  
State of Origin: Osun State

### **WORK EXPERIENCE**

**March 2016**

**Caverton Helicopters**

**Position: Deputy Financial Controller (Shell Project & Tax Operations).**

#### **Principal Duties and Responsibilities**

##### **Shell Project Rotary Operations.**

- Act as the CFO Caverton/Dancopter Project.
- Analyse financial records to forecast future financial position and budget requirements.
- Prepare monthly management accounts for the Caverton-Dancopter Project
- Using the detailed Project budget, the Cost Model, provide advice on allocation and recovery of costs as well as the cash flow, with current and future data
- Create the monthly flying hourly schedules for all aircrafts flown on the project, review and ensure complete documentation to Shell (MSLS) . Ensure prompt submission of invoices to Shell, keep the project invoice register and update it with dates of payments from Shell
- Maintain an overview of Project treasury matters, such as status of external invoicing to Shell as well as internal invoices between the two partners
- Provide, document and ensure proper revenue split between the partners.
- Review all cost submissions by both partners to ensure they are coverable at the cost review session.

##### **Shell Project Fixed Wing Operations.**

- Create the monthly flying hourly schedules for all aircrafts flown on the project, review and ensure complete documentation to Shell (MSLS) . Ensure prompt submission of invoices to Shell, keep the project invoice register and update it with dates of payments from Shell

##### **Caverton Tax Operations.**

- Assist in preparing tax budgets for the Company's plan and business reviews (Under normal circumstance, the monthly tax exposure is prepared based on monthly expenses and revenue for the necessary taxes) ;
- Compute the tax disclosures in the Financial Statements and Group reporting (Tax Accrual/provision);

- Prepare a monthly tax reports for management;
- Liaise with the external Tax Consultants in preparation and filing of all monthly and annual tax liabilities of the Company to the respective Tax Authorities;
- Ensure timely payment of all taxes to the appropriate Tax Authorities to avoid penalty and sanctions;
- Ensure prompt resolution of queries and matters arising from the reviews and queries of Tax Authorities;
- Provide substantive defence for the Company in investigation and tax audit instances;
- Keep the management abreast of changes in all aspects of the laws and regulations of taxes as it affects the business of the Company;
- Ensure that the employees are aware of the tax laws and regulatory changes as it affects their respective functions to ensure accuracy of tax accounting;
- Review of all the Company's projects and contracts to ensure compliance with all tax rules and regulations;
- Manage the withholding and value added tax affairs with all suppliers as they affect the Company's contractual obligations.
- Monthly reconciliation of all tax related accounts.
- Any other task assigned from time to time.

### **March 2012 - 2016**

#### **Position: Shell Project Finance Manager**

##### **Duties:**

- Prepare monthly management accounts for the Caverton-Dancopter Project
- Using the detailed Project budget, the Cost Model, provide advice on allocation and recovery of costs.
- Update the project cost model, as well as the cash flow, with current and future data.
- Create the monthly flying hourly schedules for all aircrafts flown on the project and ensure complete documentation to Shell.
- Ensure prompt submission of invoices to Shell, keep the project invoice register and update it with dates of payments from Shell.
- Maintain an overview of Project treasury matters, such as status of external invoicing to Shell as well as internal invoices between the two partners.
- Perform treasury analysis for the Shell project showing how it affects its partners.
- Assist the Project finance departments with any other finance-related duties.
- Act as stand-in for the CFO Caverton/Dancopter Project, during his leave.

### **Dec 2010 - March 2012. Sunnet Systems (Nigeria)**

#### **Position: Financial Controller**

##### **Duties:**

- Generating management information
- Budget, variances and departmental analysis
- Preparation of Management accounts
- Preparation of Reports for MPR (Monthly Profitability Report)
- Liaising with external, internal auditors and Tax Authorities
- Liaising with Suppliers and Other account payable Issues.
- Obtaining sufficient evidence for material change in income and expenditure

### **Sept 2006 – Dec 2010      Aquila Capital Ltd (Nigeria)**

#### **Position: Head of Operations**

##### **Duties:**

##### Accounts and Reconciliation

- Supervision of all Bank reconciliations
- Ensuring prompt and correct posting of all transactions into the proper GL
- Maintaining the General Ledger to ensure all transactions are correctly posted

- Approvals of all postings into the general ledger
- Ensuring all lease transactions are properly booked in the system.
- Ensure closure of the books of account and forwarding the same to financial control within 2 day of the month end.
- Ensuring proper accrual of necessary expenses and amortisation of prepayment
- Presentation of the Departments activities during the monthly profitability report meetings

#### Bank Collections

- Monitoring all inflows and out flows into the company
- Supervising the issuance of cheques and confirmations with the banks concern
- Ensuring customer cheques are presented as and when due.
- Preparation of Inflow/Outflow report to management to enhance decision making
- Maintenance of the returned cheque position to ensure all returned cheques a properly captured and followed up by the recovery unit.

#### Treasury Operations

- Ensure proper posting of all treasury transactions.

#### Domestic Operations

- Supervision to ensure proper maintenance of petty cash.
- Approval of all expenses required before disbursements
- Capturing all incomes made by the company.

#### IT Unit

- Supervision of the IT unit
- Liaising with the unit to ensure prompt and accurate reports are generated by the IBS Software
- Ensure proper interface between the staff posting and the IBS software

### **Position: Investment Executive (Financial Control)**

#### **Duties:**

##### Financial Reporting

- The preparation of monthly management accounts which includes profitability and balance sheet position
- Preparation of annual financial statement to be presented to the auditors and coordination of the preparation of appropriate audit schedules.
- Liaising with external auditors for early conclusion of the audit exercise
- Regular monitoring of general ledger movements between periods.
- Maintain the Fixed Asset register
- Reporting to Foreign Investors
- Statutory Reporting

##### Management Reporting (MIS)

- Preparation of monthly performance report MPR
- Cost apportionment process.
- Preparation of Budget and budgetary control
- Variance analysis interpretation and remedial measures
- Preparation of appropriate financial summaries for business plan
- Preparation of account profitability report
- Preparation of product profitability reports

##### Strategic Planning and Intelligence

- Economic review, Market Intelligence report, and Bench marking process,
- Tax management and control, Peer analysis and Income improvement scheme,
- ALCO Report and coordination of strategic sessions.

Accounting Packages: Integrated Business Solutions (IBS), Microsoft Office

**Nov 2000 – Sept 2004 Royal Investment Company Ltd****Position: Accountant****Duties:**

- Preparing Financial statements i.e. Income statement and balance sheet
- Generating management information and Vat returns
- Budget, variances and departmental analysis
- Month/year end procedures
- Bank reconciliation
- Spread sheet preparation of account using extended trail balance
- Managing data interface of computerised accounting packages
- Bring accounts to trial balance
- Month end and year end procedures
- Customers service
- Petty cash book reconciled
- Reconciled debtors and creditors account
- Brought account to trail balance
- Assisting the financial controller in preparation of the accounts
- Liaising with both external and internal auditors
- Fixed asset register update

Accounting packages: Excel spreadsheet

**Jun 1997 – Oct 2000 Yinka Oyebola & Co (NYSC Inclusive)****Position: Trainee Auditor****Duties:**

- Prepared fixed asset schedule
- Circularisation of debtors
- Analytical reviews of income and expenditure
- Obtaining sufficient audit evidence for material change in income and expenditure
- Analysis and verification of fixed asset
- Tracing transactions/vouching

**EDUCATIONAL QUALIFICATION**

- Fellow, Institute Of Chartered Accountants Of Nigeria (ICAN) – 2017
- Babcock University, Ilesha Remo. 2016 Bsc Accounting (2.1)
- Associate Member, Chartered Institute Of Taxation Of Nigeria (CITN) – 2012
- Obafemi Awolowo University Ile -Ife-2010 *Masters of Business Administration (MBA)*
- Full Member, Institute of strategic management Of Nigeria (ISMN) – 2010
- Associate Member, Institute Of Chartered Accountants Of Nigeria (ICAN) – 2005
- Federal Government College Kaduna – 1991 *SSCE*

**REFERENCES**

Available on request.