

# KOLAWOLE MUTIU SALAM

*To work in a career driven and growth-oriented organization that guarantees capacity building and self-actualization.*

**Address:**10, Allied Street, Ketu, Lagos.

**E- mail:** salamniyas@yahoo.co.uk

**Nationality:** Nigerian

**State of Origin:** Osun

**Tel:**234-8035162933

**Date of Birth:** 30/01/1980

**Marital Status:** Married

**Local Govt:** Isokan

## **ATTRIBUTE**

I have strong interpersonal skills; ability to maintain effective work relations in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity. I have strong numerical ability and very good written as well as oral communication skills.

## **EDUCATIONAL BACKGROUND**

2003- Higher National Diploma-(HND)Accounting, Osun State Polytechnics Iree, Osun State.

2000 - National Diploma-(ND) Accounting, Osun State Polytechnics Iree, Osun State.

1996 -Senior School Certificate Examination, Vetland Grammar School, Oko-Oba, Agege, Lagos.

## **PROFESSIONAL QUALIFICATION**

May 2016 – Associate Chartered Accountant (ACA), ICAN

## **WORK EXPERIENCE**

### **Powercell Limited,**

8A, Kudeti Street,

Akora Villas ,

Adeniyi Jones

Ikeja- Lagos.

May 2019 to date

### **Finance Manager.**

Job Description and Responsibilities:

- Supervises all activities in Finance and Accounts Department.
- Presentation and Analysis of Management Account- Monthly, Quarterly and Annually.
- Presentation and Analysis of Sales and Project Costing- Monthly, Half yearly and Annually.
- Prepares and reports the Company's Banking and Cash Positions daily – To make provisions for banking Obligations and plan for Project funding and Investments.
- Prepares Monthly Sales Budget
- Payroll Management
- Tax Management
- Financial Modelling
- Any other Assignments by the Managing Director

### **Shongai Packaging Industry Limited.**

Km 38 Lagos Abeokuta Expressway.

Sango Ota.

Ogun state.

Jan. 2018 to April 2019

**Senior Accountant.**

Job Description and Responsibilities:

- Prepared Management Account- Monthly, Quarterly and Annually.
- Prepared detailed Sales and Production analysis for Financial Controller's Monthly, quarterly and annual presentations
- Checked and Cross-checked suppliers' ledgers to confirm out standings before payments.
- Prepared and reported the Company's Banking and Cash Positions monthly – To make provisions for banking Obligations and planned for Investments.
- Prepared Sales Budget monthly.
- Updated and Reconciled LCs, BFCs, with received goods and goods in transit.
- Supervised Intercompany Reconciliations.
- Any other Assignments by the Financial Controller

**Watergate Petroleum and Gas Nig. Ltd**

23, Itapeju Street, Apapa- Lagos

June 2011 to October 2017.

**Accountant**

Job description and Responsibilities:

- Daily updated of stock balances at the depots and filling stations, reconciled the expected balances in Accounts department with the depots and the filling stations balances
- Prepared Monthly Quarterly and Yearly of the company' s financial Statements
- Prepared presentation slides for monthly performance reviews.
- Budget Planning, Preparation & Budget Analysis.
- Co-ordinated Year end audit exercise, review and ensure implementation of issues raised in audit reports.
- Supervised the preparation of monthly bank & cash reconciliation statements.
- Oversaw & Managed the company's taxation issues with relevant authorities (FIRS & LIRS) effectively.
- Supervised the preparation of PAYE & salary computation and other staff benefits/entitlements.

**Farinde Olateju & Co.**

(Chartered Accountants)

52, Coker Road, Ilupeju

April 2008 to May 2011-

**Assistant Audit Supervisor**

Job description and Responsibilities:

- Prepared Audited financial statements for Clients (Service, Manufacturing, Trading, etc
- Written of Management letters on findings during audit assignment
- Oversaw & Managed the clients' taxation issues with relevant authorities (FIRS & LIRS) effectively.
- Preparation of PAYE & salary computation and other staff benefits/entitlements for the clients
- Made recommendations to the clients on the weaknesses discovered in internal Control System

- Undertook Client's visits for proper clarification of the information on their financials and physical verification of assets. This usually forms part of the basis for making recommendations on the Client's activities.
- Provides feedback to audit supervisor regarding the task given
- Reviewed with the Audit Supervisor and Manager the task given for necessary correction and adjustment

### **LEADERSHIP ROLES**

#### **President 2001, Federation of Apomu Students' Union , Apomu, Osun State.**

- Coordinated the activities of the Union effectively.
- Conducted lectures and seminars for members on issues that are germane to future and career development of the student members
- Organised Coaching Classes and lectures for the Secondary School Students in the community and awarded the best among them for encouragement and enlightenments

### **AWARD AND HONOURS**

#### **Award of Outstanding Leadership**

- Federation of Apomu Students Union, Apomu.

### **PROFICIENCIES**

- Ms-Word, Excel, Power Point
- Peachtree
- Sage
- QuickBooks
- Ms Navision
- Tally ERP

### **CORE VALUES**

- Integrity, Leadership, Competence, Teamwork and Excellence

### **INTERESTS**

- Reading, Travelling and Football

### **REFEREES**

- Mr Adesina Kareem Kolawole  
Audit Manager  
Bode Ogunleye & Co. (Chartered Accountants)  
33, Olukole Street, Surulere Lagos  
08023247339.
- Mr Adeniyi Anifowose  
Managing Partner  
Adeniyi Anifowose & Co. (Chartered Accountants)  
Ikorodu, Lagos.  
08033024394