

CURRICULUM VITAE

PERSONAL PROFILE

Full Name: Adekunle Samuel Kayode
Date of Birth: March 16, 1970
State of Origin: Ogun State
Place of Birth: Abeokuta
Local Government Area: Abeokuta South
Senatorial District: Ogun Central
Ward: Ward 13
Nationality: Nigerian
Marital Status: Married
No of Children: Three (3)
Residential Address: 14A Yewa Road, Igbogbo, Ikorodu, Lagos
Phone No: 08162247133, 08055742244
E-mail address: adekunle.kayode@gmail.com

INSTITUTIONS ATTENDED WITH DATE

Olabisi Onabanjo University 2004
Senior Secondary School Certificate 1995

QUALIFICATIONS OBTAINED

NYSC - EXCLUSION
B.SC. Accounting
Senior School Certificate Examination

MEMBERSHIP OF PROFESSIONAL BODIES

Association of National Accountant of Nigeria (ANAN)
2013/2014

WORK EXPERIENCE

Yaba College of Technology
Bursary Unit

- Chief Accountant
- Assistant Chief Accountant
- Principal Accountant
Student Section
- Senior Accountant
Loan & Advances Section
- Accountant 1
Final Account Section

PERSONAL ATTRIBUTES

- Computer Literate
- Culture of excellent and high level of responsibility to cope with challenges of my profession.
- Good working relationship with Colleagues, Subordinates as well as Supervisors.
- Ability to work under pressure and with minimal supervision.
- Amiable.

EXTRACURRICULAR ACTIVITIES

Reading, Travelling, Meeting people and Playing Football.

NAMES AND ADDRESS OF REFEREES

Mr. Obabunmi Sunday (Accountant)
West Africa Examination Council,
Yaba – Lagos.
08023092606

Coach Yamala F.E (Chief Coach)
Yaba College of Technology,
Yaba – Lagos
08023269888

Miss Kayode.C. (Chief Accountant)
Yaba College of Technology,
Yaba – Lagos.
08023027223

CONFERENCE/WORKSHOP ATTENDED

Certificate of Participation

Course on Desktop Publishing, Organized by Samolac Computer Training Institute
14th September, 2009.

Certificate of Attendance

A two-day workshop on positive Attitudinal Change, Efficiency and Performance Improvement for Senior Staff of the College Bursary, Organized by the Registry Unit of Yaba College of Technology, from June 17-18, 2010.

Certificate of Attendance

Course on The State of Workers' Rights in Nigeria organized by Nigeria Labour Congress, Kogi State Council Chapter
5th – 8th June, 2012

Certificate of Attendance

Account Reconciliation Techniques & Cash Management for Accounting Efficiency organized by The Institute of Chartered Accountant of Nigeria
3rd to 6th July 2012.

Certificate of Participation

Training course on Strategic Thinking Towards Issues & Crises Management in Tertiary Institution Organized by Material Academy
12th – 16th August 2013

Certificate of Participation

A 3-Day Workshop on Accountant-in Training (AIT) Scheme & Information Technology (ICT) Organized by Nigerian College of Accountancy
3rd to 5th November, 2014

Certificate of Attendance

Mandatory Continuing Professional Development (MPCD) Programme
7th December, 2017

Certificate of Associate Membership

Association of National Accountant of Nigeria
7th December, 2017

Certificate of Participation

A 2-Day Conference on International Conference of Business, Economics and Management (ICBEM)
27th – 28th August, 2022

COMMUNITY SERVICE

Certificate of Excellence

Selfless Service to Ayanga – Ade Igbopa Community
27th December, 2021

MERITORIOUS SERVICE

Outstanding Committee Member (Gate 2022)

For Ayanga – Ade Igbopa Community
27th December, 2022

MERITORIOUS SERVICE

DUTIES PERFORMED

Chief Accountant

- H.O.D Centre of Entrepreneurship Development
- Saddled with responsivity of:
- Coordinating and supervising the activities of the department
- Preparations of financial records
- Booking and ensuring transparency in line with best practices
- Aligns with management desire to increase internally generated revenue (IGR)
- Advise and guide management on taking the right decision.

Assistant Chief Accountant (Student Section)

- Processing of Part-Time Teaching Full – Time Lecture Claims.
- Confirmation of payment of school fees and certificate collection.
- Computation of External moderator claims.
- Standing-in for H.O.D in carrying out the functions of Administrative.
- Monitor, Preparation of accounts related reports as well as reconciliations.
- Arrange, Prioritize and assign work to all members of the Section.
- Train, Mentor, Guide and Analyze Section Staff's Performance.

Principal Accountant (Student Section)

- Oversee issues relating to students' payments of school fees and others related payments.
- Prepare work schedules and ensure to approve time off.
- Arrange, prioritize and assign work to all members of the Section.
- Train, mentor, guide and analyze Section staff's performance.
- Monitor preparation of accounts related reports as well as reconciliations.
- Attend to all issues relating to lectures claims and other related payments.

- Signing of clearance for the collection of student certificates.

Senior Accountant (Loan & Advances)

- Coordinating the list of beneficiaries of Loans and Advances.
- Preparing financial analyses and reports.
- Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.
- Verify, allocate, post and reconcile accounts payable and receivable.
- Produce error-free accounting reports and present their results.
- Plan, assign and review staff's work
- Ensure compliance with GAAP principles
- Performing other accounting duties and supporting junior staff as required or assigned.

Accountant 1 (Final Account)

- Prepares, reviews, and processes budget, revenue, expense, payroll, and related correcting entries and may prepare bank reconciliations of intermediate complexity.
- Handle monthly, quarterly and annual closings.
- Manage all accounting transactions.
- Reconcile accounts payable and receivable.
- Publish financial statements in time.
- Performs miscellaneous job-related duties as assigned.

CONTRIBUTION TO THE COLLEGE

- Chairman, Senior Staff Association of Nigeria Polytechnic (SSANIP) 2018 - 2022
- Public Relation Officer, Senior Staff Association of Nigeria Polytechnic (SSANIP) 2010

