OLATUNJI, ADEBIYI ADEWALE

2, ZION WAY CLOSE, ISASHI IBESHE, IKORODU, LAGOS NIGERIA.
Tel: +2348032068078 E- mail : olatunjiadebiyiadewale@gmail.com

CAREER OBJECTIVE :

To work with existing instruments and staff, contributing the best of ability and quota, in the bid to improve organization's objectives and achieve managerial targets and goals.

Age: **30th October, 1979**

Married Status: **Married**

State of Origin: **Lagos State**

Religion: **Christianity**

EDUCATION:

- **Ambrose Alli University.**
  Ekpoma, Edo State, Nigeria.
  June 1999 - June 2003
  Bachelor of Science (Accounting)
  Second Class Honors (Lower Division)

- **Federal Technical College.**
  Yaba, Lagos, Nigeria.
  Jan 1995 - Feb 1997.
  Technical Diploma/ Trade Test in Electrical Installation Work.

- **Akoka High School**
  Yaba, Lagos,Nigeria West African School Certificate
  (August 1990 – July 1995).

- **Akoka Primary School.**

Akoka, Yaba,Lagos**,** Nigeria FIRST SCHOOL LEAVING CERTIFICATE .

(August 1984 – July 1990)

WORK EXPERIENCE:

ASWANI TEXTILE INDUSTRY . FEB 1993 - NOV 1995

5, Industry Way, Isolo, Lagos, Nigeria.

- **Position:** Clerk.

Responsibilities:

- Analyze, organize and manage customer.
- Audit invoices based on purchases order.
- Research and resolve customer problems related to billing and payment.
- Perform reconciliation of daily and monthly revenues
- Verify and record business transaction.
- Prepare and manage account statement.

❖ **ARTEX TEXTILE INDUSTRY. .. DEC 1995 - DEC 1998.**

8, Industry Way, Isolo, Lagos, Nigeria.

Position:- Account Clerk..

Responsibilities:

- Provide guidance to staff when needed.
- Manage bank account deposits.
- Perform Account payable and receivable transaction.
- Participate in month and account closing activities.
- Assist in procurement,payroll and budget preparation activities..
- Maintain confidentiality and security of bank accounts.
- Prepare financial reports such as expenses report, revenues report and trials balances reports for the management.

❖ **ADEYINKA & SON FIRM. SEPT 2004 - JAN 2005..**

265, Ikorodu Road, Lagos, Nigeria.

Position:- Account Clerk.

Responsibilities:-

- Ensuring monthly management of account and monthly financial report.

- Inclusive in a team that sees to account compliance with both statutory and professional regulations as regards preparation, presentation and disclosure of company's financial information.
- Participation in development of audit plans.

❖ **HALOS ALUMINUM COMPANY LTD. . FEB 2005 - DEC 2005..**

235, Abeokuta Expressway , Sango Ota, Ogun State, Nigeria.

Position:- Junior Accountant.

Responsibilities:-

- Manage all accounting transaction.
- Prepare budget forecast.
- Publish financial statement in time .
- Handle monthly , quarterly and annual closing.
- Compute taxes and prepare tax returns.

❖ **MICBEL VENTURES. JAN 2006 '- DEC 2013.**

13, Ilupeju Road, Mushin, Lagos, Nigeria.

Position:- Accountant

Responsibilities:

- Daily reconciliation of all bank account balance.
- Preparing weekly and monthly repots for management.
- Custodian of cash and responsible for all payment from the company.
- Bookkeeping and financial analysis.
- Management of account balance and reconciliation with agents and partners.
- Custodian of the office petty cashbook.
- Posting all transaction in quick book.
- Preparation, presentation and interpretation of financial plans.

❖ **WESCOLY VENTURES . JAN 2014 - DEC 2020**

18, Ogunnake street, Palmgrove,Lagos, Nigeria.

Position:- Senior Accountant.

Responsibilities:-

- To plan to meet objectives (strategies planning).

- Acquisition and use of finance (financial management).
- Controlling the current activities of organization.
- Planning the future strategies, tactics and operation.
- Optimizing the use of resources.
- Measuring and evaluating performance.
- Recording of transaction (financial accounting and cost accounting)
- Communicating of financial and operational information.
- Correction to align plans and results (financial control)
- Reviewing and reporting on systems and operation (internal audit and management audit.).

❖ **YABA COLLEGE OF TECHNOLOGY. FEB 2006 - TILL DATE**

Yaba, Lagos, Nigeria.

Position: Ad Joints Lecturer

Responsibilities:

- Lecturing of part time students.
- Making of student's examination scripts.
- Invigilating and collection of scripts during examination periods.

❖ **ACCOMPLISHMENTS:**

- Perform major accounting functions for clients.
- Participation in preparation of the company's financial statement.
- Reconciliation of banks statement.
- Ensured compliance with IAS (International Accounting Standards) in the procedures adopted in accounting preparation.

❖ **PERSONAL PROFILE:**

- Good team player with strong analytical mind.
- Ability to work under pressure.
- Transparency and integrity.
- Excellent interpersonal skills.
- Ability to meet set target and tight reporting schedule.
- Problem solving and self motivation skills.

- Creativity and innovation.

❖ **PUBLICATION:**

- The Administration of The Issue of Share In a Limited Companies.
- Final year project, Ambrose Alli University, Nov.2003..
- Computer Skills
- Microsoft Office Proficiency.

❖ **REFEREE:**

- **Sunday Ojediran**

  School of Management.

  Accountancy Department.

  Yaba College of Technology,

  Yaba, Lagos, Nigeria.

  Mr Ilesanmi Olatunbosun
  Procurement Departments,
  Yaba College of Technology,
  Yaba, Lagos, Nigeria.

  Mr Salisu Fatai
  Globe Board Casting Communications Ltd. .
  WAZOBIA FM.
  276a , Alm Plaza Etim Inyang cresent Victoria Island Anx Lagos, 101241, Nigeria.