

Odejimi Adedapo Francis (ACCA)

3, Akintayo Akinbola Close, Off Chief Natufe Street,
Via Babs Animashaun Street, Surulere, Lagos.

odejimidapo@yahoo.com
📞 08029736561, 08058925928

PROFILE SUMMARY

A highly organized, resourceful and performance driven professional with demonstrated success in delivering optimal service and business value in high growth environments. Proficient in taking end-to-end initiative on all facets of accounting and administrative related engagements with minimal supervision whilst working in a team environment with multiple priorities. Endue with ability to communicate complex and sensitive information with proven expertise, strong ability to secure reliability, increase performance and introduce operational efficiencies under strict deadlines.

PERSONAL DETAIL

Date of Birth: July 3, 1981
Gender: Male
Marital Status: Married
Nationality: Nigerian

KEY COMPETENCIES

- Proficiency in the use Microsoft Office packages and IT skills, (S.A.P, Microsoft Dynamics)
- Exceptional analytical and communication skills – both written and verbal
- Excellent level of attention to details and unequal interpersonal skill
- Good knowledge of various financial tools
- Polite, creative and resourceful
- Ability to work unsupervised and meeting up with unstipulated deadlines

ACCOMPLISHMENTS

- Developed effective working relations with groups, individuals and the public
- Member of the implementation team on the establishment of the “GTCONNECT PROJECT” for GTBank
- Assisting in the improvement of the bank’s turnaround time, in service to customers and monitoring of Nostro account to ensure reduction in error rate and fraud

PROFESSIONAL EXPERIENCE

(ACTING HEAD) INTERNAL CONTROL UNIT

April 2021 – Present

Meristem Securities Limited (*Comprising of Meristem Wealth Management Ltd, Meristem Trustees Ltd, Meristem Finance Ltd, Meristem Registrars and Probate Ltd, Meristem Capital Ltd, Meristem Stockbrokers Ltd*)– Internal Control Unit: 124, Norman Williams street, Ikoyi, Lagos.
(*Capital Market Sector*)

- To ensure strict adherence to internal and external policies, controls and procedures, maintenance of quality service delivery within the organization,
- Ensure proper oversight on all control officer’s activities at the Group and Subsidiary level,
- To carry out an Independent appraisal of the effectiveness of the policies, procedures and standards by which the Group’s financial, physical and Information resources are managed,
- Ensure the implementation of an effective control process in accordance with policies, instructions, strategies and other established documents within the organization,
- Build and maintain a Standard and effective internal control culture within the Group and its subsidiaries,

- Review of all policy and products of the organization for Internal consistency before Implementation,
- Monitor quality of internal and external procurement process for the company,
- Continually communicate key organizational controls, policies and approval limits within the organization,
- Institute and enforce aggressive Revenue assurance and cost reduction strategies/tactics for the organization,
- Make suitable recommendations for policy amendments and control improvement based on emerging issues/risk e.t.c.

INTERNAL CONTROL UNIT (ASSOCIATE)

March 2017 – March 2021

Meristem Securities Limited (*Comprising of Meristem Wealth Management Ltd, Meristem Trustees Ltd, Meristem Finance Ltd, Meristem Registrars and Probate Ltd, Meristem Capital Ltd, Meristem Stockbrokers Ltd*) – Internal Control Unit: 124, Norman Williams street, Ikoyi, Lagos.

(Capital Market Sector)

- Design, Implement and continuously review internal control and audit procedures
- Review Daily Trade Postings and matching same with CSCS Trade Details and ensuring correct posting of the CSCS/ In house Net trades into Meristem Trading Account.
- Regular review of Audit trail of reversals, transfer and Payment of funds
- Perform Monthly and Quarterly review of Statutory Reports to CSCS, SEC and NSE.
- Perform rendition of weekly/monthly returns to NFIU on Anti- Money Laundering
- Periodic review of General Ledgers (Cash advance & Petty cash inclusive), Trial Balance and other Financial Accounts
- Continually communicate Key organizational controls, policies, approval limits within the company
- Prepare and present Internal Control report identifying weaknesses and suggesting new procedures, controls and policies.
- Assist external auditors (acting as intermediary between External Auditors and Accounts Dept.) during external audits to meet their requirements and to resolve any issues identified etc.

ACCOUNT OFFICER (BUREAU DE-CHANGE)

Nov 2016 – March 2017

CAPITALCORP LIMITED- Finance/Accounts Unit: 7, Emeka Nweze str, off Admiralty way, Lekki Phase 1, Lagos.

(Finance/Real estate/Oil and Gas Sector)

- Weekly Bidding and Collection of Foreign exchange with Central Bank of Nigeria
- Preparation and Recording of daily Sales and Purchase of FX in the blotter
- Monthly Reconciliation and Reporting of FX transactions

RECONCILIATION/TRANSACTION OFFICER

May 2005 – Oct 2016

Guaranty Trust Bank Plc – Systems and Control Unit: 635, Akin Adesola Street, Victoria Island, Lagos.

(Banking Sector)

- Reconciliation and auditing of foreign accounts /letters of credit transactions
- Collating of inputs and preparation of Operation Performance Report and Service Performance Report

- Ensuring compliance with organization’s control measures and monitoring of turnaround time on service desks through the conduct of spot checks to branches of the bank
- Setting and monitoring of budgetary expense limits for branches and measuring variances (Cost Containment Procedure)
- Partaking in quarterly/ half yearly cash count exercise
- Monitoring and reporting on the accuracy of Value Added Tax (VAT) and Withholding Tax (WHT) remitted to Federal Inland Revenue Service (FIRS) and State Inland Revenue Service (SIRS)
- Auditing and investigation of processes and procedures to ensure compliance with SON and EFCC requirements, etc

EDUCATION

OXFORD BROOKES UNIVERSITY – London 2007 – 2012
B.Sc – Applied Accounting

FEDERAL POLYTECHNIC EDE – Osun State, Nigeria 2002 – 2004
OND – Accounting

ST. GREGORY’S COLLEGE – Ikoyi, Lagos 1993 – 1999
 Senior Secondary Certificate Examination (**SSCE**)

ST. CATHERINE’S MODEL SCHOOL- OJUELEGBA, LAGOS 1985 – 1993

MEMBERSHIP, TRAINING & CERTIFICATION

- **Sponsored Individual**- Securities and Exchange Commission (SEC) 2020
 - **Member**, Association of Chartered Certified Accountants (ACCA) 2015
 - National Youth Service Corps (NYSC) – Exclusion 2012
 - Basic Telling Operation by HR INDEX Consultants Feb. 2007
 - Fraud Prevention by GTBank Internal Control Unit Feb. 2007
 - Telling in a Customer Service Environment by GTBank Transaction Service Group Jun. 2007
 - Central Bank of Nigeria mandatory Training on Anti Money Laundering by GTBank Internal Control and Human Resource Units July 2012, Aug. 2014
-

INTERESTS & ACTIVITIES

- Reading self-help books, researching and playing chess
-

REFEREES

Available on request