

# LAMUYE ADEDEJI

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## CAREER SUMMARY

Detail-oriented, efficient, and organized professional with extensive experience in accounting systems. Possesses strong analytical and problem-solving skills, with knowledge of Accounting software packages like **Sunsystems, Sage 300 and Microsoft Dynamics**. Highly trustworthy, discreet and ethical.

## EDUCATIONAL RECORD

- 2013-2018**                      **Obafemi Awolowo University, Ile Ife.**  
*B.Sc. Accounting*
- 2005-2011**                      **Caro Comprehensive College, Iwo, Osun State**  
*West African Senior School Certificate Examination (WASSCE)*
- Elected Class Representative

## WORK EXPERIENCE

- Dec 2020 – Present**                      **ENYO Retail and Supply Limited** (*Treasury Analyst*)
- Post Bank transactions into the GL on a monthly basis.
  - Perform bank reconciliation on monthly basis to ensure that the company has an accurate and reliable Cash and bank balance to aid liquidity planning, cash management, cash budget and projection.
  - Perform Cash and Sales reconciliation for Stations to ensure that the Station Managers completely bank their sales proceed and adhere to cash management procedures laid down at various stations.
  - Reconcile POS settlements from bank against the reported POS sales at the stations and engage bank for complete settlements in case of any shortfall.
  - Prepare and report total sales and closing stock figures for more than 100 stations daily to help track the stock position and as well plan re-order level for each station.
  - Track and respond to incessant fraudulent POS chargeback claims from customers, consequently this has drastically reduced the financial exposure (wrong debit of our account) by 75%, this has saved the company nothing less than **N80m** within the first Quarter.
  - Engage Payment Technology Solution Providers (PTSP) such as

Global Accelerex to have access to POS merchant copies to counter fraudulent POS chargeback claims.

- Periodically carry out SPOT AUDIT exercise at the stations to discover any cash mismanagement and report such to the management.
- Periodically prepare Banking aging analysis to know how long it takes each station to bank its sales proceed and sanction any Manager who mismanage cash at the station.
- Supervise and educate stations' Administrator on cash management at the stations.

## **Achievements**

- Initiated an excel tracker that tracks each POS chargeback claims, the receipt time and the response time as well as the expiry or action date (i.e the day our account will debited with the claim on failure to respond), this has really helped the company in monitoring every chargeback email received from the bank.
- Initiated banking aging analysis report which periodically reveals any station that banks its cash later than the stipulated timeframe for banking of sales proceed, this has helped the company to greatly reduce the number of theft case and cash mismanagement at the stations

**Oct 2019 – Dec 2020**

### **Petrolog Limited** (*Accounts Officer*)

- Handled payables Control account which showing how much the company owed each Vendor.
- Carried out monthly bank reconciliation and ensure that the company had an accurate Cash and Bank figure at every point in time to aid Cash planning and Budgeting.
- Posted Vendor Invoices and bank transactions into the respective GL on Sage 300 (ERP)
- Actively took part in the preparation of monthly Management Report
- Paid and filed for Value Added Tax (VAT) monthly to the appropriate Tax Authority
- Extraction (Spooling) of data from the company's accounting software packages for reporting purposes
- Processed payment for Vendors through Cheques' issuance, transfer instructions to Banks and online banking.

## **Achievements**

- Was a major member of the team who successfully migrated the company's Financial Information from one Accounting Software (SunSysytems) to a new one (SAGE 300 ERP) and perfectly implemented it.
- Was a member of the reporting team that prepared and presented 2019 Management Account for Annual Statutory Audit

**Jan 2019 – Oct 2019**

**Planet Capital Limited** (*Graduate Accounts Intern*)

- Posted daily transactions into General Ledger account
- Calculated daily stock market trade consideration.
- Was responsible for payment of clients' trade settlement.
- Was responsible for handling of petty cash and preparation of petty cash book for Reimbursement.
- Filed Tax returns to appropriate authorities.

**Aug 2018 - Oct 2018**

**Stanbic IBTC Bank** (*Intern*)

- Was able to learn from professionals which gave me a firsthand experience in financial service industry.
- Was able to attend to customers' complaints while on CSO desk.
- Was able to attend to customers' complaints while on CSO desk.
- Learnt how to manage customers to build their loyalty.

## **PROFESSIONAL QUALIFICATION**

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**The Institute of Chartered Accountants of Nigeria (ICAN)**

Associate Chartered Accountant (*In View*)

## **LEADERSHIP EXPERIENCE**

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**Feb 2019 – March 2019**

**Independent National Electoral Commission (INEC)**

*Presiding Officer (PO)*

- Coordinated a team of Nine in conducting the 2019 general election for my assigned Polling Unit.
- Oversaw and coordinated the election processes fairly and with an independent mind.

- Was responsible for the collation of the election results.

**Aug 2017 – Feb 2018**

**Faculty of Administration Muslim Students Association  
(FAMSA OAU)**  
*Assistant Coordinator*

