

Halimat Olubunmi Onasanya (ACA, HND)

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Contacts: onasanhaleemah@gmail.com

07037294855, 08173268325

16, olabisi street, Ojota Lagos

[linkedin.com/in/haleemah-onasanya-aca-2b6b87159](https://www.linkedin.com/in/haleemah-onasanya-aca-2b6b87159)

CAREER OBJECTIVE

To obtain a position where I can utilize my skills while working alongside some of the brightest minds in business, to create value for clients, addressing complex issues, making a difference and contributing towards achieving corporate objectives while building my admirable career.

PROFESSIONAL QUALIFICATION

Institute of Chartered Accountant of Nigeria. (ICAN)

(Associate Chartered Accountant -ACA), (Association of Accounting Technician- AAT)

ACADEMIC QUALIFICATIONS

Yaba College of Technology, Lagos, Nigeria 2018

Higher National Diploma in Accounting.(Upper Credit)

2016-

Yaba College Of Technology, Lagos, Nigeria

National Diploma in Accounting.

2012 -2014

Command Secondary School, Ipaja.

West Africa Senior Secondary Certificate (WASSCE)

2010

WORK EXPERIENCE

Account Officer, Adold Engineering Development Company Limited

Jan 2021 -

Till Date

- Recording and entry of cash and bank items and transactions into the general ledger through the Accounting software (Sage one), Classification and grouping of entries into subheadings under projects
- Provide input on a project basis to the monthly Accounting Statements ,Provide input to weekly Financial Assessment of the individual project status-Money spent versus Project process
- Maintain Journals and General Ledger reviews, Maintain Accruals and Prepayments, Maintain Accounts Payables, Manage Fixed Deposits, and Advance payment from financial institutions to fund our projects.
- Preparation of timely and accurate management and financial reports and performing periodic financial analysis.
- Prepare, Organize and ensure the efficiency of payment processes , Maintain regular contact with financial institutions to resolve any issues
- Created weekly and monthly cash and vendors reports for accounting management
- Prepared invoices and quotations for clients
- Preparation of budgets, statement of income and financial position, cash flow projection and analysis for the senior management.

- Compute and ensure legislation is followed regarding VAT, WHT, PAYE, NHF and NSITF remittance.
- Cooperated with other departments and corporate accounting to verify that quality standards were met according to company policies

Account Officer, Agropark Development Company Limited

Jan 2020 - Dec 2020

- Recording and posting of cash and bank transactions into the general ledger using the Accounting Software (Quickbooks ,ERP Next ,Sage One ,Sage 50), Classifications and grouping of entries under different class of accounts.
- Making payments upon approved requisitions via different mode of payments and deductions of WHT on vendor invoices and reconciling of all vendor account.
- Preparation, submission of debtors report and follow up on debtors payments.
- Administration of petty cash arrangements for Head office and other locations and reconciliation of petty cash.
- Tracking inventory movement from one unit to another, confirming additions, physical stock count and recording of inventory by ascertaining stock level,ensuring proper reorder level and ascertaining opening and closing stock per day/month.
- Review and update the detailed schedule of fixed assets and accumulated depreciation.
- Ascertaining bank balances and spotting out unrepresented cheques/unleared transfer.
- Prepare, Compute and Fill Taxes such as Income Tax, VAT, WHT and PAYE, as at when due.
- Analyzing and adjustment of transactions posted to the ledger using the company's accounting software(Quickbooks) by applying GAAP and other relevant IFRS/IAS relating to Agriculture
- Preparation and analysis of monthly management report for decision making,assisted the CFO in budget preparation and financial projections.
- Requesting for and reconciling bank statements with transactions in the general ledger, preparation of bank reconciliation reports on all bank accounts.

Finance Intern (NYSC), TY Holdings Nigeria Limited

Dec 2018 - Nov 2019

- Prepared monthly Bank Reconciliation Statements, Fixed Asset Schedules, Accruals and Prepayment Analyses.
- Delivered prompt journal postings, keeping documented materials backed up on secure cloud storage platforms, therefore eliminating risk and facilitating easy access.
- Filed remittance of tax returns such as VAT, WHT, and PAYE.
- Did Careful analysis of financial statements and suitable recommendations
- Involved in the Preparation of Monthly Management Report such as Financial Statement Monthly Performance Report (MPR) for Management Use.
- Involved in 2019 Budget Planning, Preparation and Review
- Raised cheques needed for the daily operations of the business.

Audit Intern, BAKERTILLY Nigeria

Apr 2018- Oct 2018

- Attended Audit planning meeting
- Prepared, Computed and Filled Taxes such as Income Tax, VAT, WHT and PAYE Client companies.
- Generated audit plans and carry out audit procedures in relation to the objective of the audit procedure, the processes involved and also ascertaining the audit evidence.
- Involved in Stock taking and Counting for multiple client.

Finance Intern, Agege Local Government

June 2015- July 2016

- Assisted with necessary budgetary reports which aids decision making.
- Prepared payment vouchers and posted them to their various departments.
- Reconciled the bank statement with the cash book, identified differences, and reported to the department for appropriate measures.

SKILLS

Technical Skills

Proficient in Microsoft Office (Word and Excel)

Basic knowledge of Financial Modeling and Valuation

Use of Accounting Software such as Sage ,Wave App. ERP, Quickbook

Soft Skills

Ability to work effectively in teams

Excellent Communication abilities

OTHER INFORMATION

Interests: Reading, Brainstorming, Education, Networking, Women in Finance Volunteer at Kick Against Depression and Suicide - Participated in creating awareness funds.

REFERENCES

Available on Request