

ABIMBOLA ADEBUKOLA OMOYIOLA.

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ADDRESS: LSDPC SUNSHINE ESTATE, OKO
OBA, LAGOS.

EDUCATIONAL QUALIFICATION

University of Abuja, Gwagwalada, Abuja

2010 – 2015

B.Sc Accounting Second Class (Hons.)

University of Lagos, Akoka, Lagos.

In-View

Masters in Development Finance

WORK EXPERIENCE

R.T. Briscoe (Nig.) PLC

March 2021- Till date

Finance Officer

Responsibilities :

- Support in preparation of consolidated financial statements and the ledger account consolidation
- Prepare the company for its corporate-wide annual audit.
- Generate and review the subsidiary ledgers monthly or in some cases quarterly.
- Assist the leadership team with the annual budget process.
- Keeping tab of all head office's inventory/stock counting
- Conduct advanced analysis of the accounts and company standing
- Perform full set of accounts/GL review and ensure timely closing of accounts as per stipulated deadline.
- Prepare necessary journals for month-end & year-end closing and as may be required.
- Raising and processing of payment vouchers
- Monitoring/reconciliation of Inter-Coy transactions and monthly sign-off
- Monitoring of Staff Advances (including IOUs)
- Maintenance of fixed asset registers and reconciliation to general ledger
- Archiving of all documents

Cedarview Communication Limited

October 2018- August 2020

Finance/Admin Officer

Responsibilities :

Finance

- Maintain and update financial files and records
- Establish, maintain and reconcile general ledger
- Maintain Payable and receivable accounts
- Maintain all relevant insurance policies
- Assist with preparation of the company budget
- Implement financial policies and procedures under guidance of accounts consultant
- Prepare and reconcile bank statements
- Establish new and maintain existing supplier accounts
- Receive, Verify and Process all invoices
- Maintain the purchase order and petty cash system
- Assist the unit in preparation of proposals and contract renewals
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Provide source documents for ease of producing Financial statements and for Audit purposes

Admin

- Process company inward and outward mail.
- Ensure office Filing system is maintained
- Arrange maintenance, servicing, delivery and pick up of company vehicles and office equipment as required
- Attend meetings as required; Organise catering; Book meeting rooms; Take Minutes when required

- Provide administrative assistance and perform other related duties as required by the company Directors

Grola Tech Credit Limited

July 2017 – Feb 2018

Credit control Officer

Responsibilities:

- Ensuring receivables are paid on time
- Providing a friendly contact with customer
- Preparing a weekly report on all outstanding receivables due as at date
- Ensure the credit worthiness of customers

Federal Polytechnic Bida, Niger State.

April 2016- April 2017

Accountancy Department (NYSC)

- Presented a professional and friendly first impression to clients and received and sent out mails.
- Created appointment schedule weekly and prepared of weekly activity report
- Assist in examining and scrutinizing statement of financial position and performance
- Preparation of financial report
- Carry out fieldwork properly and documenting all information to these field work as per the quality standards

OTHER CAPACITIES SERVED

- **Auditor General** : NIGERIAN UNIVERSITIES ACCOUNTING STUDENTS ASSOCIATION (NUASA), Abuja Chapter **2015**
- **Head Girl**: EBENEZER COMPREHENSIVE HIGH SCHOOL, LAGOS. **2009**
- **Assistant Time Keeper**: EBENEZER COMPREHENSIVE HIGH SCHOOL, LAGOS **2008**

MEMBERSHIP, TRAINING & CERTIFICATION

Associate Accounting Technician (AAT)	2009
Executive Master's certificate in Project Management	2017
Microsoft Project 2010 Certificate	2017
National Youth Service Certificate	2017
Skills Acquisition & Entrepreneurship Development Training (ICT)	2016
Certification on Sage Peachtree and Quickbooks software	2015
Institute of Chartered Accountant of Nigeria	In View

CORE SKILLS

- Microsoft office proficient.
- Expertise use of accounting software such as Quickbooks
- Knowledge in the use of SAP Enterprise solution.
- Strategic planning and tactical execution.
- Performance monitoring and optimization.
- Strong problem-solving abilities.
- Customer relationship management.
- Effective team player.
- Ability to acclimatize to any environment.
- Good interpersonal and written skills.
- Ability to comprehend fast

INTEREST & ACTIVITIES

Teaching, Reading and Research.

