

ADEDOKUN, ADEDAYO ADEWUNMI

Surulere, Lagos.

07038653907

adedokunadedayo@yahoo.com, adedokunadedayo@gmail.com

Professional Summary:

A tech-savvy chartered accountant with years of experience in: Accounting Advisory, Business Valuation, Tax consultant, Account Compilation, Financial Modeling, statutory and special audit assignment.

Work History

STAAF Consulting

Senior Consultant, Financial Reporting and Tax Compliance

January 2022 till date

- Preparation of monthly report and analysis per product for the management
- Preparation and analysis of the quarterly performance to the board
- Audit of Month-End Close Process for Clients
- Revenue assurance for firms in Fintech and E-commerce
- Business Valuation and Forecast
- Prepare budget for the company (Head office and branches)
- Monthly monitoring of budget and analysis of variance for clients
- Testing of Revenue leakage for firms in E-commerce
- Auditing of Financial Statement
- Payroll preparation for the company
- NCD levy computation and filing
- Withholding VAT computation and filing
- Reconciliation across platforms
- Liaising both with the external auditor and tax consultant for external and tax audit
- Preparation and remittance of monthly pension schedule
- Preparation of PAYE schedule and remittance
- Preparation and remittance of NSITF
- VAS reconciliation with service providers
- Solving company income tax issues with FIRS
- Financial modeling for potential investor and facility provider
- Financial modeling auditing from potential mergers and acquisitions
- Analysis of commercials with external vendor
- Training of clients' staff as regards basic accounting concept

STAAF Consulting

(General Consultant)

June 2020 – December 2021

- Preparation of monthly transaction tax schedule (Withholding tax, withholding VAT and VAT) for clients
- Reconciliation of transaction tax deduction, trade receivables and Revenue for clients
- Preparation of monthly payroll schedule to determine PAYE, pension and Net pay of staff.
- Tax planning and management for client
- Preparation of monthly comparative financial statement to know the performance of the company on month-by-month basis.

- A team member in the Series A investment committee, worked on the financial model of a company
- IFRS 16 Modeling
- Training of clients' staff on book keeping
- Review of posted transaction on accounting software by client bookkeeper to be sure they are accurate and in line with accounting standards
- Team member in the audit of financial statement
- Processing of TCC for clients now on Taxpromax
- Setting up accounting system for clients in FMCG distribution chain, school, E-commerce, Fashion industry, Facility management company etc.
- A functional consultant with Helmes Solution in deploying accounting solution to companies.
- A team member in the audit of a Mobile Money Operator

FSC Professionals (Seconded to Fitness Central Lekki)

January 2020 – April 2020

- Preparation of monthly management report
- Preparation of monthly budget
- Liaising with the external auditor during statutory audit
- Computation and remittance of monthly PAYE
- Computation, remittance and filing of transaction tax (VAT and PAYE)
- Posting of transactions appropriately to ledger on Sage one and Evolution
- Preparation of companies financial Statements with the aid of excel

FSC Professionals

Junior Associate

May 2018 – December 2019

- Computation and remittance of CIT and EDT for Clients
- Auditing of Companies Financial Statements
- Preparation of PAYE and VAT returns
- Training of clients' staffs
- Representing clients at the Tax offices (FIRS desk audit and TAMA)
- Tax Audit of MDAs (FIRS Consultant)
- Special audit on Fraud and Investigation
- Virtual CFO for SMEs
- Accounting set up and monthly management report for FMCG distributor agent
- A team member in the audit of companies
- Inventory Audit
- Bank statement analysis
- Posting of clients' transaction in accounting software and generating report

- Computation and filing of clients' transaction tax

Education and Training

Associate, Chartered Institute of Taxation 2021
Chartered Institute of Taxation of Nigeria

Associate Chartered Accountant 2018
Institute of Chartered accountant of Nigeria (ICAN)

B.Ed. Economics 2nd class upper division 2014
University of Ibadan

Personal data;

Place of birth: Lagos, Nigeria

Sex: Male

Skills

- Fintech accounting
- Bank one (Core banking application and accounting module)
- Auditing
- Sage one and Evolution
- Wave
- Tax Computation
- Financial Report with Excel/Accounting software
- Financial modeling
- Critical thinking
- Time Management
- Leadership
- Budgeting

Referees

On request