

ADEYEMI OROBOLA EMMANUEL

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PERSONAL PROFILE

A dynamic and versatile professional with a degree in Accounting and certifications in Project Management and Human Resource Management. Experienced in managing enterprise operations, leading teams, and driving organizational growth, as well as providing efficient administrative support. Skilled in strategic planning, financial management, record-keeping, and stakeholder relations. Proven ability to optimize processes, ensure compliance, and deliver results in fast-paced environments. Committed to excellence, professionalism, and achieving organizational goals.

PROFESSIONAL CERTIFICATIONS

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| • University of Ibadan, Oyo State.
Human Resources Management | 2024 |
| • University of Ibadan, Oyo State
Project Management Professional | 2024 |
| ACA (In View) | |

EDUCATION

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| • Adekunle Ajasin University, Akungba-Akoko
Bachelor of Science in Accounting (BSc) | 2017 - 2023 |
| • Ondo Boys High School, Ondo
Senior School Certificate Examination (WAEC) | 2012 - 2018 |

CORE COMPETENCIES

- Communication skills
- Problem-solving skills
- Negotiation skills
- People management skills
- Brand management
- Leadership skills
- Attention to detail
- Adaptability
- Resilience

- Relationship building
- Oral communication
- Microsoft Word
- PowerPoint
- Excel
- Customer Relationship
- Production Strategy
- Auditing
- Sales Technique
- Human Resources
- QuickBooks
- Sage

WORK EXPERIENCE

Fola & Fola Ultimate Enterprise

2018 - 2023

Positions: Accountant

Responsibilities

- Preparing and reviewing financial statements, such as balance sheets and income statements.
- Maintaining accurate and up-to-date accounting records, including journals, ledgers, and spreadsheets.
- Reconciling company accounts, such as bank statements and cash flow statements.
- Ensuring compliance with relevant accounting standards, such as GAAP or IFRS.
- Preparing and managing budgets, forecasts, and financial models.
- Analyzing and reporting on company costs, including labor, materials, and overhead.
- Analyzing financial performance and providing insights for business improvement.
- Providing financial insights and recommendations to support business decisions.
- Analyzing financial data to identify trends, risks, and opportunities.
- Developing financial models to forecast future performance and evaluate business scenarios.
- Participating in strategic planning and providing financial insights to inform business strategy.
- Ensuring compliance with relevant laws and regulations, such as tax laws and financial reporting requirements.
- Identifying and mitigating financial risks, such as currency risk, interest rate risk, and credit risk.
- Maintaining and evaluating internal controls to ensure accurate financial reporting and compliance.
- Identifying, assessing, and evaluating risks that could impact the organization, and providing recommendations to mitigate them.
- Evaluating policies and procedures, reviewing staffing resource allocation, salaries, bonuses, compensation, and leave allowances, and recommending improvements.
- Maintaining clear and open communication with stakeholders throughout the accounting and auditing process, and ensuring transparency in reporting results.

Zeetech limited

2023 - 2026

Position: Accountant

Responsibilities

- Financial planning and budgeting.
- Managing accounts payable and receivable.
- Processing payroll for employees.
- Ensuring compliance with financial regulations.
- Conducting financial analysis and reporting.
- Managing cash flow and financial forecasting.
- Coordinating audits and financial statements.
- Implementing cost-saving measures.
- Calculating tax liabilities and deductions.
- Preparing and filing tax returns.
- Conducting tax audits and reviews.
- Ensuring compliance with tax laws and regulations.
- Providing tax planning and advisory services.
- Managing tax disputes and negotiations.

TRAINING

- **National Youth Service Corps**

LEADERSHIP

- **Platoon Leader**
National Youth Service Corps, Kwara State Orientation Camp.

REFERENCES: Available on request.