ARIGBEDE KUNLE

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SUMMARY

With 6+ years of experience in accounting and financial analysis, I have successfully managed financial operations involving tax computations, payroll audits, and liquidity, resulting in improved financial efficiency and compliance.

SKILLS

- Software: QuickBooks
- Strong problem solving and analytical skills.
- Reconciliation & Settlement
- Payroll management
- Excellent communication and interpersonal skills

EDUCATION & CERTIFICATION

Federal Polytechnic, Kaura – Namode, Zamfara Nigeria **2010 – 2011**
HND in Accountancy

Osun State Polytechnic, Iree , Osun State **2005 – 2007**
ND in Accountancy

PROFESSIONAL WORK EXPERIENCE

Senior Executive Officer- Bursary Department
Crawford University – Faith City,Igbesa, Ogun State. Present

Maintaining organized records of all financial transactions, including tuition fees, receipts, and payments.
• Creating and monitoring the school's annual budget, ensuring expenditures stay within allocated funds.
• Processing invoices and payments to vendors (accounts payable) and managing student tuition payments (accounts
receivable).
• Overseeing daily cash transactions and ensuring proper handling of cash on hand.
• Generating regular financial reports for school administration, including income statements, balance sheets, and
cash flow analysis.
• Managing the application process, disbursement, and tracking of scholarships and financial aid programs.

Accountant **2017 – 2024**

Bowlsant Nigeria Limited – Abeokuta, Nigeria

- Performed AR clean-up which led to correct ledger balances and collection of outstanding invoices.
- Supported efficient decision making through careful AR analysis and ensuring efficient use of company resources to avoid revenue loss.
- Supervised accounting operations: accounts payable, receivable, payroll, and general ledger; and ensures regulatory compliance.
- Collaborated with the senior management team to develop and execute financial strategies that support the business objectives.
- Steered cost-reduction initiatives across all departments to enhance profitability and reduce expenses.
- Regularly reported accurate financial statements and ensured 100% compliance with IFRS.
- Documented and implemented best practices for AR and AP management.

Accountant **2014 - 2016**

Tropicana Restaurant & Fast food – Abeokuta, Nigeria

- Documented and implemented best practices for AP management and automation
- None existence error in tax computation through timely postings and regular reviews, leading to improved financial accuracy and compliance.
- Daily partners' settlements and regular reconciliation leading to efficient liquidity management.
- Maintained integrity of general ledger and chart of accounts.
- Implemented of a more efficient online process for pension and payroll payments.
- Developed comprehensive training materials and handover note for new team members to quickly learn company-specific procedures, accounting principles, and guide to ensure effective personnel change.
- Supported department objectives by participating in cross-functional projects with other departments as needed.

Finance Executive **2013 - 2014**

Dukelands Construction Ltd, – Abeokuta, Nigeria

- Streamlined payables processes and improved vendor relationship which led to cost savings and better credit terms.
- Prepared and reviewed LPOs, work orders, invoices and other official documents.
- Accurate recording of all payments and receivables using Microsoft Excel spreadsheets.
- Trained new employees on accounting principles and company procedures.
- Prepared and monitored budgets and financial forecasts.

REFERENCES

Available on request.