

ADEPOJU SAHEED ADEBAYO (Accountant)

Accountant · Financial Reporting · Audit & Tax Compliance

Block 26, Flat 6, Iponri Estate, Off Bodethomos, Surulere, Lagos State, Nigeria
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PROFESSIONAL SUMMARY

Accounting professional with experience spanning manufacturing, hospitality, consulting and tax/audit practice. Competent in the preparation of management accounts, tax compliance (VAT, WHT, PAYE and CIT), payroll administration, multi-entity bookkeeping and audit support. Proficient in QuickBooks, Zoho Books and Microsoft Excel. Currently pursuing the ICAN professional qualification. Accustomed to working under pressure, meeting deadlines and collaborating effectively with colleagues and external stakeholders.

CORE COMPETENCIES

- Financial Reporting & Management Accounts
- Accounts Payable and Receivable
- Budgeting and Financial Planning
- Audit Support and Working Papers
- QuickBooks and Zoho Books
- Tax Compliance (VAT, WHT, PAYE, CIT)
- Payroll & Statutory Remittances
- Internal Controls & Fraud Prevention
- Cash and Bank Management
- Microsoft Excel & Microsoft Teams

EXPERIENCE

Accountant

Buckler Systems Limited — Manufacturing (Armoured Vehicles & Protective Equipment)

1b Salem Street, Lekki Phase 1, Ikate, Lagos | November 2025 – Present

- Remittance of WHT and PAYE to LIRS.
- Remittance of WHT and VAT to NRS.
- Preparation of annual budget.
- Prepare management accounts using QuickBooks and Microsoft Excel.
- Create sales estimates and invoices; recognise sales and issue payment receipts through QuickBooks.
- Document vendor invoices and payments daily for tax purposes.
- Maintain the fixed asset register for depreciation computation and capital allowance projections.
- Administer funding approvals via Microsoft Teams; support budgeting and financial planning.
- Manage payroll and salary administration; ensure compliance with VAT, WHT, PAYE and CIT.
- Handle pension and other statutory remittances to the National Pension Commission.
- Support internal controls, cash and bank management, and external audit exercises.

Account Officer

Puff and Glaze Limited — Hospitality, Baking, Pastries, Catering & Event Planning

22 Adeola Raji Avenue, Atunrase Estate, Gbagada, Lagos | June 2024 – October 2025

Responsible for the full accounting function of four subsidiary entities (Eko Cake, 13'03 Gourmet Ltd, Party Jollof and Fuchsia Dessert), each maintained on a separate Zoho Books file.

- Maintained accurate financial records, ledgers and management accounts.
- Prepared and analysed financial statements and periodic management reports.
- Monitored and reconciled bank transactions; managed accounts payable and receivable.
- Ensured timely billing, collections and cash-flow monitoring.
- Processed payroll and employee reimbursements; prepared tax returns and ensured timely remittance.
- Assisted with budgeting, forecasting and financial planning.
- Maintained internal accounting controls and coordinated with external auditors.

Executive Assistant to the CEO

Crown Sec Consults Limited — Consulting

67 Obafemi Awolowo Way, Ikeja, Lagos | September 2023 – May 2024

- Managed the CEO's calendar, scheduled meetings and screened visitors and appointments.
- Handled correspondence (email, telephone and letters) and prepared reports, presentations and briefing notes.
- Arranged travel, accommodation and logistics; assisted with the planning of executive events.
- Acted as liaison between the CEO and staff, clients and other stakeholders.
- Organised and maintained confidential files; handled sensitive information with discretion.
- Monitored outstanding tasks and deadlines; conducted basic research in support of decision-making.

Associate Auditor

O.A.S Consults — Tax Consultation and Auditing

1A Ade-Ajayi Street, Ogudu GRA, Ojota, Lagos | January 2017 – August 2020

- Assisted in the planning and execution of financial and statutory audits in line with ISA and IFRS.
- Examined financial statements, ledgers, invoices, vouchers and supporting documentation.
- Performed substantive testing, analytical procedures, vouching and verification of transactions.
- Reviewed internal controls and identified control weaknesses and financial risks.
- Carried out audit procedures on bank balances, receivables, payables, payroll, inventory and fixed assets.

- Supported tax compliance reviews covering VAT, WHT, PAYE, CIT and other statutory obligations.
- Prepared audit working papers and supporting schedules; documented findings and exceptions for review.
- Analysed financial data using Excel; participated in physical inventory and fixed-asset verification exercises.

EDUCATION

B.Sc. Accounting

South Western University of Nigeria, Ogun State

2020 – 2023

National Diploma (ND) in Accounting

Lagos State Polytechnic, Ikorodu, Lagos

2016 – 2019

PROFESSIONAL QUALIFICATIONS & CERTIFICATIONS

- ICAN (In View)
- NYSC Certificate
- Diploma in Human Resources Management
- Diploma in Strategy Management
- Diploma in Project Management
- Diploma in Risk Management Standards
- Integrated Project Risk and Management (Certificate of Membership)

REFERENCES

Mr. Moshood Adedeji

CEO, Crown Sec Consults Limited

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Miss Lawal Mariam

Assistant Revenue Manager,
Lagos State Internal Revenue Service

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