

Idris Oladosu Salami

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Professional Summary

Results driven Accountant and Reconciliation Specialist with extensive experience in financial record keeping, tax compliance, ledger reconciliation, and auditing across corporate and industrial sectors. Proficient in leveraging accounting packages to streamline daily financial transactions, manage payables/receivables, and ensure strict compliance with statutory regulations.

Skills

- ◆ **Financial Management:** Account & Bank Reconciliations, General Ledger, Accounts Payable/Receivable, Payroll Processing.
- ◆ **Tax & Compliance:** Statutory Tax Filings (FIRS-Tax Promax/ LIRS), Audit Support, Financial Reporting.
- ◆ **Software & Tools:** Microsoft Dynamics NAVISION, Tally ERP, Sage, QuickBooks, Busy, Dac-Easy, MS Office (Word, Excel, PowerPoint)
- ◆ **Operations:** Inventory Control, Import/Export Documentation (Form M/FX), Petty Cash & Imprest Management.

Experience

Accountant / Reconciliation Specialist

Smackers Nigeria Limited (THE PLACE) |

2022 – Present

7A, Emeka Nweze Street, Off Admiralty Way, Lekki Phase 1, Lagos.

- ◆ Reconcile daily payments, bank statements, inventory control, clearing, and billings to maintain accurate ledger accounts.
- ◆ Post business transactions using Microsoft Dynamics NAVISION and support month-end processes and financial reporting.
- ◆ Prepare and file monthly tax returns via FIRS Tax Promax and LIRS platforms while ensuring statutory compliance.
- ◆ Obtain, analyze, and document financial records to prepare internal audit reports and commentaries.
- ◆ Accounts Payable & Receivables Officer.

Accountant

Almagur Maritime Projects (Nig) Limited

2021 – 2022

2, Burma Road, Opposite Nimasa Office, Apapa, Lagos.

- ◆ Processed vendor invoices, verified discrepancies, and reconciled accounts payable ledgers and vendor statements.
- ◆ Monitored cash advances, managed aged vendor balances, and calculated purchase/sales tax on generated invoices.
- ◆ Prepared daily/weekly payables, weekly/monthly reconciliations, and vendor advance reporting.

Accountant / Admin Officer

Babatunde Ogala (SAN) & Co.

2019 – 2021

2B, Ademola Odutola Close, Maryland Crescent, Ikeja, Lagos.

- ◆ Managed monthly payroll, pension computations, tax filings, and imprest disbursement.
- ◆ Maintained source documentation, prepared weekly/monthly financial reports, and coordinated internal/external audits.

- ♦ Handled administrative duties, including staff attendance monitoring, welfare, and government correspondence.

Account Officer

MicCom Cables & Wires Ltd |

2016 – 2019

3-5, Edun Alaran Road, Ahmadiyyah, Ojokoro, Lagos.

- ♦ Monitored daily transaction entries in Busy accounting software and maintained debtors/creditors ledgers.
- ♦ Managed petty cash, monthly payroll preparation, bank reconciliations, and monthly pension/tax payments.
- ♦ Computed landed costs, filed Form M for importation processing (FX), and prepared export/waybill documentation.

Internal Audit Officer

MicCom Cables & Wires Ltd |

3-5, Edun Alaran Road, Ahmadiyyah, Ojokoro, Lagos.

- ♦ Conducted financial and system control reviews, including bank statement reconciliations and payment voucher checks.
- ♦ Monitored advances, retirements, market price verifications, fuel/diesel consumption, and stock receipts.

Account Officer

Origin Oil & Gas Ltd

2015 – 2016

280B, Corporation Drive, Dolphin Estate, Ikoyi, Lagos.

- ♦ Managed cash collection, banking, and ledger postings using Tally ERP.
- ♦ Calculated marketer and agent commissions, prepared monthly payroll/tax filings, and handled export documentation.

Education

Lagos State Polytechnic

Isolo, Lagos State

HND in Accountancy

2024

Osun State Polytechnic

Iree, Osun State

OND in Accountancy (0001556- Cert)

2015

General Certificate of Education

Apapa, Lagos State

O-Level (5250515052- Exam No.)

2011

Mahrufdeen Pry School

Pedro Bariga, Lagos State

First School Leaving

2003

Personal Details

Date of Birth April 24th, 1992

Sex Male

Nationality Nigerian

Marital Status Single

Interest/Hobbies

Traveling, Reading, Research, Playing Football and Meeting People Around the World.

REFERENCES

Available upon request