

ISMAIL ADEBO

CONTACT

 Lagos, Nigeria
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 ismailadebo2000@gmail.com

GENDER: MALE

DATE OF BIRTH: 22ND OCT 1985

SKILLS

- Financial Data Analysis
- Budgeting and forecasting
- Tax compliance
- Cost control
- Financial Performance Analysis
- Financial Modelling
- Data Analysis & Business Intelligence
- Excellent communication skills
- Microsoft & Digital Skills
- Multitasking efficiency
- Creative problem solving
- ERP & Accounting Software

CERTIFICATIONS

- Associate Member, The Institute of Chartered Accountants of Nigeria (ICAN) 2022

REFERENCES

- Mr. Kareem Daud Bolakale
HOD MATHEMATICS
DEPARTMENT,
Almanar Basic Education School,
Gwarinpa Life Camp,
Abuja.
Tel: 08034346825
- Ilori Islamiyat Dolapo
Ministry of Economic, Planning and
Budget
Alausa, Secretariat, Ikeja
08032559949

Accomplished Account Manager with extensive experience in financial record keeping, budgeting, and tax compliance. Proven track record in managing financial operations for hospitality and restaurant sectors, ensuring accurate reporting and cost control. Demonstrates expertise in revenue analysis, payroll administration, and vendor management. Skilled in team leadership and communication, with proficiency in Microsoft Office Suite. Career goal: to leverage financial acumen to drive strategic growth and operational efficiency within dynamic organizations.

EXPERIENCE

October 2025 - Current

**Finance Manager:
Marketing and Media Ltd (Outdoor Advertising), Ikeja
Lagos.**

1. Financial Planning & Strategy

- Develop annual budgets
- Forecast cash flow for projects (billboard installations, digital screen setups).
- Advise management on pricing strategies for billboard rentals and media packages.
- Monitor profitability by location, client, and campaign.

2. Revenue & Receivables Management

- Oversee client billing (monthly rentals, campaign-based billing).
- Ensure accurate invoicing for:
 - Billboard rentals
 - Printing & production
 - Installation & mounting
 - Digital screen airtime
- Monitor accounts receivable aging.
- Implement credit control policies.

3. Cost Control & Expense Management

- Monitor site lease payments (landlords, municipal bodies).
- Track printing and material costs (flex, vinyl, LED panels).
- Control installation and maintenance costs.
- Negotiate vendor contracts.
- Approve operational expenses within authority limits.
- Analyze cost vs revenue per billboard/site.

4. Financial Reporting

- Prepare monthly, quarterly, and annual financial statements.
- Provide:
 - Profit & Loss statements
 - Balance Sheet
 - Cash Flow statements
 - Campaign profitability reports
- Conduct variance analysis (budget vs actual).

5. Taxation & Compliance

- Ensure Tax compliance
- Handle tax filings and coordinate audits.
- Liaise with external auditors and tax consultants.
- Ensure regulatory compliance for outdoor advertising licenses.

6. Payroll & HR Financial Oversight

- Oversee payroll processing.
- Manage commission payments to sales teams.
- Monitor contractor and installer payments.
- Ensure statutory employee contributions are paid.

9. Banking & Treasury Management

- Manage company bank accounts.
- Handle loans and credit facilities.
- Maintain healthy working capital.
- Plan fund utilization efficiently.

December 2018 – September 2025

Finance and Account Manager:

De Santos Hotel, Akowonjo Lagos

1. Financial Record Keeping

- Maintain accurate records of all hotel income (room sales, restaurant, bar, events, etc.) and expenses.
- Reconcile daily cash, credit card, and bank transactions.
- Update ledgers and accounting software regularly.

2. Revenue & Cost Control

- Track revenue from all hotel departments (front desk, food & beverage, events, spa, etc.).
- Monitor operating costs, especially food, beverages, and housekeeping supplies.
- Calculate and analyze Cost of Goods Sold (COGS) for the restaurant/bar.

3. Payroll & Staff Payments

- Process staff salaries, overtime, bonuses, and deductions.
- Ensure statutory remittances such as PAYE, pensions, and other taxes are paid on time.

4. Budgeting & Forecasting

- Prepare annual budgets and monthly financial forecasts.
- Compare budgeted vs. actual results and highlight variances.
- Recommend strategies for cost reduction and revenue growth.

5. Tax & Regulatory Compliance

- Calculate and remit VAT, income tax, and other hotel-related taxes.
- Keep records ready for inspections by tax authorities or regulators.

6. Vendor & Supplier Payments

- Verify supplier invoices against purchase orders and deliveries.
- Schedule and process payments to suppliers while maintaining good cash flow.

7. Financial Reporting

- Prepare monthly and annual financial statements (Profit & Loss, Balance Sheet, Cash Flow).
- Provide departmental profitability reports for management decision-making.
- Monitor key hotel performance indicators such as RevPAR (Revenue per Available Room) and occupancy rate.

8. Internal Controls & Fraud Prevention

- Establish checks for cash handling at front desk and other revenue points.
- Audit point-of-sale (POS) transactions from restaurants, bars, and shops.
- Investigate discrepancies in inventory or cash reports.

9. Audit & Compliance Support

- Liaise with internal and external auditors during audits.
- Ensure compliance with hotel policies, accounting standards, and hospitality regulations.

10. Technology & System Management

- Ensure integration between hotel property management systems (PMS) and accounting software.
- Generate accurate financial and occupancy reports from hotel management systems.

March 2014 - December 2018

Assistant Manager Account

Mega Chicken Restaurant Limited

1. Financial Record Keeping

- Maintain accurate daily, weekly, and monthly financial records.
- Reconcile POS sales, cash, bank deposits, and credit card transactions.
- Maintain ledgers for all income and expenses.

2. Cost Control & Inventory Management

- Track food and beverage costs against sales.
- Calculate cost of goods sold (COGS) and identify wastage or shrinkage.
- Work with kitchen and bar staff to maintain proper stock records.

3. Budgeting & Financial Planning

- Prepare annual budgets and monthly forecasts.
- Conduct variance analysis between budget and actual performance.
- Recommend strategies for cost reduction and profit improvement.

4. Payroll Administration

- Process staff salaries, allowances, overtime, and deductions.
- Remit statutory deductions such as PAYE, pensions, and taxes.
- Keep payroll records for compliance purposes.

5. Tax & Regulatory Compliance

- Calculate and file VAT, income tax, and other statutory taxes.
- Maintain all documentation required for tax audits and compliance.

6. Vendor & Supplier Management

- Verify supplier invoices against purchase orders and delivery notes.
- Schedule timely payments to suppliers.

- Maintain good relationships with vendors while ensuring favorable payment terms.

7. Financial Reporting

- Prepare monthly financial statements (Income Statement, Balance Sheet, Cash Flow Statement).
- Provide management with sales, cost, and profitability analysis.
- Track sales trends and monitor menu performance.

8. Internal Controls & Fraud Prevention

- Establish and maintain strong internal controls over cash handling and POS operations.
- Investigate any discrepancies in sales or inventory reports.

9. Collaboration & Communication

- Liaise with external auditors and tax authorities as required.
- Work closely with management to support business decisions.

January 2013 - February 2014

Account Officer

Volia Nigeria Limited(Engineering & Construction), Lagos, Nigeria

Responsible for Posting of expenses in Different Contract Account.

- Responsible for Determination of monthly total cost on a particular Contract
- Responsible for the determination of total Petty Cash expenses for the month
- Analysed monthly reporting to reconcile production operations and general ledger.
- Created periodic reports comparing budgeted costs to actual costs.
- Created quarterly and yearly balance sheets to track financial trends and performance.

EDUCATION

2026

Bachelor of Science BSc, Accounting

Anchor University, Lagos, Nigeria

2010

Higher National Diploma HND, Accounting

Lagos State Polytechnic, Lagos, Nigeria

2006

National Diploma ND, Accounting

Lagos State Polytechnic, Lagos, Nigeria

HOBBIES AND INTERESTS

- Analytical & Problem-Solving Activities
- Financial & Professional Development
- Creative & Balance-Oriented Interests
- Community & Social Engagement