

KEHINDE OLUWASEGUN DAMILARE

Accountant | Associate Chartered Accountant (ACA)

Location: Lagos State, Nigeria **Phone:** +2347037977538 **Email:** kehindeoluwasegun812@gmail.com

PROFILE SUMMARY

A seasoned accountant with a proven record of excelling in collaborative team environments. I possess strong analytical skills in leveraging data-driven insights to optimize financial processes. I am committed to delivering accurate financial reporting and providing valuable contributions to team success through innovation, collaboration, and structured problem-solving.

WORKING EXPERIENCE

Finance and Account Officer

Matrix Energy Limited | April 2024 - Present

- Conduct Petro App payment settlement reviews to ensure accurate financial reporting.
- Distribute RPD cards and maintain daily records of retail product receipts.
- Record deposits from cash sales at retail stations and reconcile them with bank statements.
- Log and verify POS transactions based on bank statements to ensure financial accuracy.
- Verify and process payments from retail station upfront customers.
- Perform ITP ATK sales postings and assist in preparing monthly and annual retail reports.
- Ensure timely and accurate financial reporting for strategic decision-making.
- Implement cost-saving strategies to optimize retail financial operations.
- Conduct comprehensive reconciliations, including cash imprest, GIT Retail, and ledger accounts.
- Ensure sales figures are accurately captured, posted in the ERP system, and reconciled with bank lodgments and POS transactions.
- Perform weekly and monthly reconciliations to identify discrepancies and improve internal financial control processes.
- Identify and implement process improvements to enhance efficiency in financial operations.

Accountant

Thobbs Hotel | December 2021 - December 2023

Key Achievements:

- Initiated cost-optimization strategies which resulted in a 50% reduction in hotel running and operational costs.
- Inculcated strong professional integrity and commitment to work, contributing to the expansion of the business and the successful establishment of a second hotel branch.

Key Responsibilities:

- Prepared core financial statements, including Statements of Income and Financial Position, alongside thorough account reconciliations.
- Ensured timely and accurate processing of payments to stakeholders (vendors, staff, etc.) while ensuring precise computation of taxes, pensions, and statutory deductions.
- Maintained constant, professional communication links between vendors, existing clients, and prospective customers.
- Managed the remittance of taxes to respective authorities and tracked the collection of withholding tax (WHT) credit notes from vendors.
- Prepared annual budgets and performed regular variance analysis (actual versus budgeted financial performance).
- Ensured strict compliance with tax laws and regulations, minimizing tax liabilities through proper adherence to legal requirements.

Account Officer

Hymax Grace Hotel, Lagos State | January 2018 - December 2018

- Kept up-to-date, accurate records of all financial transactions of the hotel.
- Performed monthly bank reconciliations and raised journal entries to correct omissions or errors.
- Prepared and presented daily sales and expenses reports, and compiled detailed weekly statements for management review.
- Managed petty cash transactions and ensured the minimum cash float was maintained at all times.

EDUCATION

Higher National Diploma (HND) in Accountancy (Upper Credit Honors)

2021

The Oke Ogun Polytechnic, Saki

National Diploma (ND) in Accountancy

2017

The Polytechnic, Ibadan

CERTIFICATIONS & TRAININGS

Associate Chartered Accountant (ACA)

May 2026

The Institute of Chartered Accountants of Nigeria (ICAN)

Microsoft Excel: Data Visualization, Excel Charts & Graphs

2024

Udemy

TECHNICAL & PERSONAL SKILLS

- Proficiency in Microsoft Excel and data analysis
- Leadership, collaboration, and teamwork

- Excellent communication and relationship management
- Strategic thinking and critical problem-solving

| LANGUAGES

- English (Fluent), Yoruba (Native)

| REFERENCES

- Available on request