

OPEYEMI BASIT OLUWATOBILOBA

Mobile: +2348102043179, +2347088612203

Email: opeyemidhontee@gmail.com

Address: Lagos State, Nigeria.

PROFILE SUMMARY

Detail-oriented accounting professional with hands-on experience in financial accounting, audit, and business operations. Skilled in preparing financial statements, managing payables and receivables, performing bank reconciliations, and supporting statutory audits in line with IFRS and GAAP standards. An ACA finalist with strong analytical, organizational, and problem-solving skills, proficient in Microsoft Excel and familiar with accounting software, with a track record of supporting teams in fast-paced environments. Eager to contribute to organizational goals while continuously learning and growing in a professional setting.

SKILLS

Accounting & Finance: Accounts Payable & Receivable • Invoicing & Payment Processing • Bank Reconciliation & Journal Entries • Financial Reporting & Management Accounts • Payroll Processing • Fixed Asset & Petty Cash Management

Audit & Compliance: Audit Support & Working Papers • Substantive Testing & Vouching • Evaluation of Internal Controls • IFRS & GAAP Compliance • Statutory Remittances (PAYE, Pension, VAT, WHT)

Tools & Software: Intuit Quickbooks • Microsoft Excel (Advanced – pivot tables, lookups, reconciliation schedules) • Microsoft Power BI • Microsoft Word & PowerPoint • Data Entry & Recordkeeping

Professional Strengths: Analytical Thinking • Attention to Detail • Integrity & Confidentiality • Teamwork & Collaboration • Time Management

PROFESSIONAL EXPERIENCE

Consulting and Biz Solutions Limited, Lagos State

Account Officer

Nov 2025 till date

Key Qualifications & Responsibilities

- Manage accounts payable and receivable, ensuring accurate invoicing, timely payment processing, and effective follow-up on outstanding balances.
- Prepare monthly bank reconciliations and post journal entries, maintaining accurate and up-to-date financial records.
- Assist in the preparation of management accounts and financial reports to support informed decision-making by management.
- Process payroll schedules and statutory deductions (PAYE, pension, VAT and WHT remittances), ensuring full compliance with regulatory deadlines.
- Maintain the fixed asset register and petty cash records, strengthening internal controls over company resources.
- Liaise with external auditors and tax consultants, providing schedules and supporting documents for audits and statutory filings.
- Improve record-keeping and documentation processes using Microsoft Excel, enhancing accuracy and retrieval speed of financial information.

Ayodele Adeyeri & Co (Chartered Accountants) NYSC Corp Member, Lagos State

Audit Trainee

Oct 2024 - Aug 2025

Key Qualifications & Responsibilities

- Supported the preparation of audited financial statements in accordance with IFRS, ensuring accuracy and compliance.
- Collaborated with audit teams to plan and execute field audits for clients across multiple industries.
- Performed substantive testing, vouching, and verification of transactions, balances, and supporting documents.
- Assisted in the evaluation of financial controls, leading to a 40% decrease in identified control weaknesses.
- Prepared audit working papers and maintained organized audit files, improving retrieval efficiency and reducing document search time by 50%.
- Participated in inventory counts, cash counts, and bank confirmation procedures during client engagements.
- Maintained up to date knowledge of auditing standards and regulations.

Desol Medical Solutions, Lagos State (Post ND Industrial Training)

Marketing Officer

Feb 2020 – Oct 2020

Key Qualifications & Responsibilities

- Engaged walk-in and B2B clients across pharmacies, clinics, and retail outlets, increasing product visibility and driving higher customer interest in core medical supplies.
- Processed customer orders with high accuracy and efficiency, ensuring smooth fulfillment and improved client trust in the company's delivery standards.
- Built and maintained strong relationships with both new and existing clients, contributing to steady growth in repeat purchases and long-term business retention.
- Conducted proactive product outreach and education, boosting awareness and sales of newly introduced medical devices and consumables.

EDUCATION

- **Higher National Diploma, Business Administration** - The Polytechnic Ibadan, Oyo State - 2023
- **Ordinary National Diploma, Business Administration** – Federal Polytechnic Ado Ekiti, Ekiti State - 2017

CERTIFICATION

Associate of Accounting Technician (AAT) - Accounting Bodies of West Africa - 2023

Associate of Chartered Accountants (ACA) – Final Level

Sage 50 Accounting Software Training (Beginner Level) -2025

Zoho Books Accounting Software Training (Beginner Level)