

OSAYE MICHAEL OLADIPUPO

Lagos, Nigeria | +234-706-088-3587 | m.osayeoladipupo@gmail.com |
www.linkedin.com/in/osaye-michael-656318390

PROFESSIONAL SUMMARY

Results-driven Audit and Tax Professional with over 5 years of experience conducting comprehensive financial audits, evaluating internal controls, and optimizing tax compliance across diverse industries, including Oil & Gas, Aviation, Insurance, and Pharmaceuticals. Proven track record in leveraging financial analytics to mitigate operational risks, identify cost-saving opportunities, and streamline audit procedures. Skilled in managing cross-functional teams, preparing audit planning memorandums, and interfacing with tax authorities (FIRS/LIRS) to reduce tax liabilities and drive regulatory compliance.

CORE COMPETENCIES & SKILLS

- Audit & Risk Management: Risk-Based Auditing, Internal Control Evaluation, Audit Planning & Scoping, Substantive Testing, Process Improvement.
- Taxation & Compliance: Statutory Remittances (PAYE, VAT, WHT, CIT), Tax Audit Defense, Regulatory Compliance (FIRS/LIRS), Tax Clearance Certificates.
- Financial Analysis & Reporting: Financial Statement Review, Management Accounts, Data Analytics, Issue Tracking & Remediation.
- Tools & Software: Advanced Microsoft Excel (Data Analysis, Financial Modeling), Microsoft Office Suite (Word, Outlook), Electronic Document Management Systems (EDMS).
- Leadership & Strategy: Cross-Functional Team Leadership, Stakeholder Management, Mentorship, Client Relationship Management.
- Analytical Insight: Identifying trends, patterns, and operational inefficiencies.

PROFESSIONAL EXPERIENCE

Audit Supervisor | Mel Associates Professional Services (Chartered Accountants) — Lagos, Nigeria

01/2025 – Present

- Direct end-to-end audit engagements across the Oil & Gas, Pharmaceutical, Aviation, and Insurance sectors etc, delivering strategic insights that fortified internal controls and reduced operational risk.
- Oversee the development of the Audit Planning Memorandum (APM), budget timelines, and resource allocation to ensure engagement quality aligns with established firm policies.

- Revamp financial and audit procedures using advanced analytical tools in Microsoft Excel, decreasing audit cycle times and cutting operational costs by 15%.
- Prepare and present user-friendly financial and audit finding reports for key stakeholders, driving a 20% enhancement in overall compliance.
- Liaise with state and federal tax authorities, leveraging deep knowledge of tax audit procedures to secure a 35% reduction in client tax liabilities.
- Manage client acquisition of Tax Clearance Certificates (TCC), improving client regulatory compliance metrics by 30%.
- Execute accurate monthly and annual payroll preparations in strict compliance with current statutory frameworks.
- Managed statutory tax filings and remittances—including PAYE, VAT, WHT, and CIT—ensuring 100% on-time compliance with FIRS and LIRS regulations.

Audit Executive (Trainee) | Ayo Ayotade & Co. (Chartered Accountants) — Lagos, Nigeria

01/2021 – 12/2024

- Conducted financial statement audits and substantive testing using Microsoft Excel, improving client financial accuracy and operational efficiency by an average of 15%.
- Managed statutory tax filings and remittances—including PAYE, VAT, WHT, and CIT—ensuring 100% on-time compliance with FIRS and LIRS regulations.
- Administered comprehensive monthly payroll reporting for diverse client workforces while upholding compliance with labor laws.
- Formulated financial management recommendations to assist clients in legally minimizing tax liabilities and optimizing overall financial positioning.
- Maintained centralized correspondence and documentation systems between clients and tax regulatory bodies to ensure audit readiness.

Electronic Document Management Officer Operator (Industrial Trainee) | IQ Systems Solutions Limited — Lagos, Nigeria

01/2012 – 12/2013

- Streamlined document preparation workflows for high-volume scanning operations, optimizing data retrieval efficiency and file organizational standards.
- Captured, metadata-tagged, and organized digital records using data management protocols to maintain accurate database architectures.
- Conducted quality control reviews on scanned financial documents to maintain strict organizational documentation compliance.

Class Instructor and Educator | National Youth Service Corps (NYSC) — Osun State, Nigeria

01/2017 – 01/2018

- Formulated interactive teaching strategies and curriculum plans, driving a 25% improvement in student engagement and academic performance.
- Spearheaded community outreach initiatives to foster stakeholder engagement and local development.

EDUCATION

Higher National Diploma (HND) in Accountancy

- Moshood Abiola Polytechnic — Abeokuta, Ogun State, Nigeria (2014 – 2016)

National Diploma (ND) in Accountancy

- Moshood Abiola Polytechnic — Abeokuta, Ogun State, Nigeria (2010 – 2012)

Senior School Certificate Examination (WASSCE)

- Fasoma Comprehensive High School — Lagos State, Nigeria (2008)

PROFESSIONAL CERTIFICATIONS

- **Institute of Chartered Accountants of Nigeria (ICAN)** — Student Member / In View