

Osho Oluwatosin

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PROFILE SUMMARY

A hardworking and energetic person willing to work in a challenging environment where I can contribute positively to the development of the organization while pursuing excellence and maintaining a perfect blend of professionalism and integrity in ensuring that goals and objectives of the organization are efficiently achieved.

KEY SKILLS/ COMPETENCIES

- Effective communication skills (written & verbal) with the ability to clearly communicate issues to all levels of management
- Understanding of accounting processes, procedures, practices and internal controls
- Ability to adapt quickly and learn new tasks independently
- Ability to generate bold, creative ideas to improve performance
- Ability to multi-task, work under pressure and meet deadlines
- Ability to succeed in a team environment
- Customer service oriented
- Critical and analytical thinking
- Very good reconciliation skills
- Use of accounting package (Tally ERP9)

WORK EXPERIENCE

ACCOUNT MANAGER

GOURMET KITCHENS LTD

2012 – 2024

36, ADEOLA ODEKU STREET, VICTORIA ISLAND, LAGOS

- Collection, checking and collation of invoices that have been checked and approved by the internal control department for processing
- Posting of invoices into the system into vendor's ledger using Tally ERP accounting software
- Managing and reconciliation of vendor's ledger on a daily basis to avoid mistake and discrepancies by exporting them from the software into Microsoft Excel Worksheet, which gives room for modification and work flow
- Research and resolve invoice discrepancies and resolving them as soon as possible as directed by the line manager
- Send reports of reconciled vendors ledger to my line manager on a weekly basis
- Preparing analysis of accounts and producing monthly reports

- Ensure that payment to vendors are made based on credit terms and agreements by the treasury unit
- Prepare and process electronic transfers and payments
- Maintaining and updating of physical files for each active vendor with copies of invoices and payment schedule
- Other duties as may be directed by the financial controller/line manager as the case may be.

ACCOUNT ASSISTANT MANAGER

ANAGRO LIMITED

2012 – 2021

10 ERIC MOORE ROAD, SURULERE, LAGOS

DUTIES

- Collection and collation of invoices received from the head office
- Imputing of invoices by way of journal entries into the system for each division using Tally ERP9 accounting package
- Prepare payment advise vouchers for invoices received, checked and approved for payment
- Issue cheque's for payment on approved payment advise vouchers
- Imputing of payment details through the use of Tally ERP9 accounting software (cheque issued, date of issue, amount paid, etc.)
- Reporting and Analysis:
 - Assist in preparation of monthly management report and accompanying schedules, worksheets including Budgets vs Actual Variance Reports
 - Assist in providing follow-up and documentation of significant variances
 - Assist with completion of the monthly and annual filing of returns with appropriate authorities
- Other duties include:
 - Input deposit slips for sales into the system
 - Handling of the imprest system of the organization given to various departments and ensuring accuracy and proper records are kept
 - Respond to all vendor enquiries
 - Reconciliation of vendor statement and make corrections where there is discrepancies
 - Maintain files and documentation thoroughly and accurately in accordance with company policy and accepted accounting practices

ACCOUNTS OFFICER

BIG CITY MEDIA

2010 – 2012

5 LAIDE TOMORI STREET, IKEJA, LAGOS

DUTIES:

- General reconciliation of company's transaction
- Issuing and releasing of cheque's on authorization
- Keeping of account books such as bank books, general ledgers, journals, etc.
- Carrying out all banking transactions on behalf of the company
- Reconciliation of all company's accounts with bank statements
- In charge of writing payment vouchers and cash disbursement when needed
- Maintenance of imprest system

EDUCATION/QUALIFICATION

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| • ACA, Institute of Chartered Accountants of Nigeria | 2025 |
| • University of Lagos – Akoka, Lagos State
(MSc – Employment and Labour Studies) | 2017- 2020 |
| • University of Ado – Ekiti, Ekiti State
(BSc – Economics) | 2004 – 2007 |
| • Eva Adelaja Girls Grammar School
(Senior Secondary Certificate Examination (SSCE) | 1994 – 2000 |

INTEREST AND ACTIVITIES

Meeting and Engaging People

REFERENCE

Available on request