
ADEMU JIBRIN

Bakare Opeisha Street, Orile Agege, Lagos State

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Available for: Remote | Abuja |Lagos |Lokoja | Work & Stay | Immediate Resumption

PROFESSIONAL SUMMARY

Accomplished Accountant with 10+ years' experience across manufacturing, hospitality, pharmaceutical and trading.

Proven expertise in financial reporting, tax compliance, payroll, fixed asset management, internal controls, and audit.

Detail-oriented and reliable.

ICAN Student Member. Seeking to leverage extensive accounting experience to support growth and compliance in a dynamic organization.

CORE SKILLS

- Financial Reporting: Monthly P&L, Balance Sheet, Cashflow, Management Accounts
- Tax Compliance: VAT, WHT, PAYE filing & remittance, FIRS/LIRS
- Payroll Processing & HR Records
- Fixed Asset Management: Register, Depreciation, Impairment, Disposal, Physical Verification
- Bank Reconciliation & Cash Control
- Internal Audit & Internal Control Systems
- Inventory & Stock Control, COGS Analysis
- Accounting Software: Syspro, Zoho Books, MS Excel, Word
- Freelance Accounting: Bookkeeping, Bank Reconciliation, FIRS Filing for SMEs

PROFESSIONAL EXPERIENCE

Accountant

The Ivory Restaurant and Lounge, J81, Vallon, Cocody, Abidjan, Côte D'Ivoire

Jun 2025 – Dec 2025

- Prepared daily sales reports, cashbook and weekly management's accounts
- Handled full payroll processing

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- Managed stock reconciliation, COGS analysis, and inventory shrinkage
 - Performed bank reconciliation and cash control
 - Supported management with budgeting and forecasting

Production Accountant

Nigerbev Limited, Surulere Industrial Road, Ogba, Ikeja, Lagos

Mar 2021 – May 2025

- Maintained Fixed Assets Register and monthly depreciation schedules
- Managed asset clearing, disposal, tagging, and physical verification
- Updated Excise Duty template daily and Imports Control File
- Reconciled Blend & Packed Volume Tracker and production data
- Liaised with Production and Logistics on Customs compliance
- Processed sales invoices, GRNs, and purchase orders

Accountant

Bottles and Beyond Limited, Victoria Island, Lagos

Mar 2016 – Nov 2020

- Prepared monthly P&L, balance sheet, and management reports
- Handled payroll processing and statutory remittances
- Computed and filed VAT, WHT, PAYE returns for FIRS/LIRS
- Maintained chart of accounts and monthly bank reconciliation
- Developed internal control procedures for cash and budget
- Managed AP/AR and coordinated with external auditors

Accountant / Internal Control

Xovar Lounge Limited, Lekki Phase 1, Lagos

Mar 2015 – Mar 2016

- Daily stock-to-sales reconciliation to control shrinkage
- Daily sales analysis and weekly payment schedule
- Monthly bank reconciliation and cashbook maintenance
- Processed staff payroll and time-keeping records
- Monitored internal controls and flagged discrepancies

Accounts Officer

Qualifresh Company Limited, Agidingbi, Ikeja, Lagos

Mar 2014 – Mar 2015

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- Processed sales transactions on Excel
 - Maintained debtor ledger and stock reconciliation
 - Managed financial document filing system
 - Assisted in preparation of financial reports

Internal Auditor

Medplus Pharmacy, Adeola Odeku, Victoria Island, Lagos

Jan 2013 – Mar 2014

- Vouched supplier invoices against GRN and POs
- Received and recorded stock deliveries
- Verified inter-branch stock transfers
- Perform stock reconciliation across the whole branches

Accounts Officer

Tetrazzini Foods Limited, Akin Adesola Street, Victoria Island, Lagos

Jan 2012 – Dec 2012

- Weekly sales/lodgment analysis and cashbook
- Managed imprest and expense documentation
- Verified postings and prepare bank deposits
- Maintained journals, ledgers, and accounting software

Cashier

Gains Microfinance Bank

Earlier Role

- Handled customer deposits, withdrawals, and daily balancing
- Maintained accurate cashbook and teller records

EDUCATION

PGD Economics

National Open University of Nigeria

Nov 2021 – May 2024

HND Accounting

Federal Polytechnic Idah, Kogi State

Nov 2008 – Oct 2010

ND Accounting

Federal Polytechnic Idah, Kogi State

Nov 2004 – Oct 2006

SSCE

Government Day Secondary School, Dekina, Kogi State

Oct 1996 – Jun 2002

First School Leaving Certificate

Roman Catholic Mission Primary School, Dekina

Sep 1990 – Jul 1996

PROFESSIONAL CERTIFICATIONS

- ICAN Student Member – Institute of Chartered Accountants of Nigeria

REFEREES

Available on request