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SALAWU ADENIYI ISIAKA

39 Egbeda-Idimu Road, Egbeda, Lagos, Nigeria.

akogun1260@gmail.com 08162242066, 08080245021

SUMMARY

He is a Financial Analyst, Account Officer, Inventory Control Officer, Bursar, Cashier and Teacher with over 15 years working experience in Warehouse, Store, Factory and Schools. He is dedicated, client and customer friendly and strive for excellence at all time.

SKILLS

- | | |
|---|--------------------------------------|
| * Reporting Skill | * Relationship Building |
| * Regulatory Fillings and Compliance | * Bank Statement Reconciliation |
| * Income Statement, Cash Flow and Balance Sheet | * Financial Recordkeeping |
| * Microsoft Office Packages | * Administrative Management |
| * Book Keeping experience | * Accounting Software |
| * Account Payables & Receivables | * Financial Closing Reports |
| * Attention to details | * Confidentiality |
| * Time Management | * Financial Data Entry Management |
| * Basic Mathematical Skill | * Accuracy |
| * Inventory Control | * Payroll Preparation and Processing |
| * Store Management | * Financial Calculation and Analysis |

EXPERIENCE

INVENTORY CONTROL OFFICER

Harvest Feed and Agro Processing Limited | Siun-Ogere Road, Ogun State, Nigeria.

January 2022-Till Date.

JOB RESPONSIBILITIES:

- Received, Checked-in and stocked merchandise in the Store.
- Helped maintain store inventory levels and assisted with orderliness and cleanliness of sales flow and stock room.
- Checked Purchase orders against invoices and recorded accurate details.
- Reviewed and executed supply chain transfers for purchase orders
- Oversaw efficient receiving and inventory management to keep stock within optimal levels.
- Conducted monthly, quarterly and yearly inventories of warehouse Stocks

FACTORY ACCOUNTANT

Harvest Feed and Agro Processing Limited | Siun-Ogere Road, Ogun State, Nigeria.

January 2021- December 2021

JOB RESPONSIBILITIES:

- Taking and updating of daily Production and Stock Record
- Taking and updating of daily Energy Consumption Records
- Preparation of Production Cost Analysis.
- Preparation of daily factory budget and Cash analysis
- Accounts Reconciliation
- Account Payables
- Payroll Preparation and Processing
- Giving weekly, monthly and yearly reports of Stocks and Energy Consumption.

STORE OFFICER

West African Cube Limited | Inter-Change, Lagos-Ibadan Express-Way, Ogun-State.

April 2019 – January 2020

JOB RESPONSIBILITIES:

- Receiving new inventories from vendors
- Ensuring that the store is neatly arranged
- Update of the inventory registers and ensure timely communication of low inventory to the manager
- Preparation of Stock receipt and issuance records
- Preparation of requisition list and keeping records of purchased products
- Carrying out daily, weekly, and monthly Stock count and preparation of report
- Review stock performance reports to predict sales trends and seasonal stock demand

ACCOUNTANT

Al-meerath Schools | 31 Fajumobi Street, Egbeda Akowonjo Road, Lagos State.

September 2016 – April 2019

JOB RESPONSIBILITIES:

- Preparation of School bills and invoices
- Preparation of daily/weekly budget for approval of the School Director
- Keeping and updating Records of Cash and Bank Operations
- Keeping and updating Records of School Expenses
- Keeping and updating of Energy Consumption cost Records
- Payroll Preparation and Processing

- Preparation of termly report of Income Statement and Cash flow statement
- Preparation of Profit and Loss Account and Balance sheet
- Giving weekly Report of impress account, inventory cost account, and Energy Consumption Cost record.
- Remitting and filing of taxes.

FINANCIAL SECRETARY

Fiddat Investment Club | 31 Fajumobi Street, Egbeda Akowonjo Road, Lagos State.

September 2015 – December 2016

JOB RESPONSIBILITIES:

- Keeping and updating Receipt and Payment Records
- Preparation of Monthly and yearly Budgets
- Accounts Reconciliation
- Preparation of Clients Contract Accounts
- Preparation of Income Statement and Cash flow statement
- Preparation of Trading, Profit and Loss Account and Balance sheet
- Preparation of Members Statement of Account
- Giving weekly report of receipt and payment record, monthly dues and Expenses

ADMINISTRATIVE OFFICER

Junis Private Academy | 1-3 Sheriff-Abolohunshowo Street, Ikola Odunsi, Lagos-State.

September 2008 – December 2010

JOB RESPONSIBILITIES:

- Maintaining and updating School databases
- Typing of Office Correspondence and keeping of school documents
- Acting as point of contact to parents and employees and giving administrative and clerical
- Scheduling interview, appointment and meeting for applicants, clients and parents
- Offline and on-line registration of students for BECE, WAEC and NECO
- Preparation of documents for registration, tax filling, and payment of Government dues.
- Preparation of student bill and invoice
- Preparation of Income and Expenditure Report

WAREHOUSE OFFICER

Hallmark Ceramics Limited | Suit 1-4 Agric Market, Odun-Ade, Orile Iganmu, Lagos State, Nigeria.

February 2005– September 2008

JOB RESPONSIBILITIES:

- Receiving Stock and arranging them properly for easy pickup during sales
- Keeping records of requisition and issuance made from Warehouse
- Monitoring of offloading and loading of stock into and from the Warehouse
- Managing Warehouse facilities
- Inspecting, counting and giving report of damage or discrepancies

PROFESSIONAL CERTIFICATIONS

- LSETF – UNDP Employability Support Project Program
- Lagos State Technical and Vocational Examination Board (LASVEB)
- Modern Apprenticeship Training Programme (MATP) •
- Chartered Institute of Bankers of Nigeria (CIBN)

EDUCATIONAL BACKGROUND AND QUALIFICATIONS

- Lagos State Polytechnics HND “Banking and Finance” (2012-2015)
- Federal Polytechnic Offa OND “Banking and Finance” (2003-2005)
- Ansarul Islam College, Ikotun, Kwara State SSCE (2006-2001)
- Ireti Primary School, Alaba-Oro, Lagos FSLC (2006-2001)

SEMINAR/WORKSHOP ATTENDED

- Kamal Educational Consult (September 2016)
- Kasfad Ventures Nigeria Limited (August 2011)
- Emmax Educational Consult - Workshop (April 2010)

RESEARCH WORK

2015 – Effect of marketing strategy on the performance of Nigeria banks.

SOFTWARE PROFICIENCY

- Internet Banking Software
- Online banking mobile App
- Microsoft Office, Excel, Power point and outlook

HOBBIES

Reading, Writing, Researching, and Travelling

REFREES

To be provided on request