

TOLUWANIMI AMOREOLUWA

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PROFESSIONAL SUMMARY

An enthusiastic graduate of accounting with relevant knowledge in financial reporting analysis and practical internship experience of almost three years from my present job, Audit industry, National youth service and SIWES internship, which is aimed at helping an organization growth and achieving its set goals, I'm presently a professional student member of ICAN and a graduate chartered member of CIPM.

It is also a desire to thrive in team-based roles, high pressured environments, been transparent, organized, flexible and ready to learn under the expertise of highly skilled accountants, as I utilize my backgrounds in bookkeeping, tax, finance, ethics and my interest in banking, audit and accounting.

KEY SKILLS & COMPETENCIES

- Solid knowledge of audit and tax laws (E.g. CIT, PAYE, WHT, VAT)
- Financial Statement and variance analysis
- Knowledge of GAAP/ IFRS Regulatory Standards
- Financial Modelling and Valuation Analysis
- Teamwork
- Effective communication skills
- Solid knowledge of accruals and cash-basis accounting methods
- Account Reconciliation
- Microsoft office Suite
- Documentation & Financial Reporting
- Accounting Software posting
- Corporate Accounting (Financial statements)
- Inter-personal and Leadership skills

SOFTWARE PROFICIENCY

- ERP accounting software
- Manager accounting software
- Vital books
- Sage 50 software

PERSONAL QUALITIES

Organization, Critical thinking, Transparent, Confidentiality, Creative, Honesty, Diligent, Outspoken, Time Management, Prudent, Planning skills and Attention to details.

EDUCATION

Southwestern University, Nigeria – B.Sc. Accounting (Second Class Upper Division)	2021
Ijaiye Housing Estate, Senior Grammar School – Senior School Certificate in Education (SSCE)	2018

TRAINING AND CERTIFICATION

Institute of Chartered Accountants of Nigeria (ICAN)	Nov 2024 /Nov 2026
Associate Chartered Accountant- (in view) Professional Level	

EMPLOYMENT HISTORY

ACCOUNT EXECUTIVE | Colexa Biosensor, Ilupeju Lagos.

August. 2024 - till present
Full Time (Monday - Friday)

Responsibilities and achievements:

- Utilizes software posting for the company's daily expenses and cash inflows monthly.
- Files monthly Pay as you earn for the staff.
- Files account and returns on Tax pro max.
- Draw up fixed assets and withholding schedules for clients.
- Critically monitor Account receivables & payables.
- Represent clients in FIRS desk reviews and Vat/ Withholding Monitoring meetings.
- Send responses to FIRS and any other Statutory Body (answering questionnaires from the service, applying for tax identification numbers with the Federal Inland Revenue Service).
- Prepares payroll for Company.
- Upload LIRS annual returns, schedules, projections and withholding tax.

AUDIT EXECUTIVE | Taisha Associates, Ogba Lagos.

June 2023 – August 2024
Full Time (Monday - Friday)

Responsibilities and achievements:

- Carry out Independent Audit of Client Company's financial statement.
- Prepare Audit Reports.
- Recommend improvements for financial processes and controls.
- Verifying accuracy of financial books provided by clients.
- Make preparation for Trustees Audited financial statements for an employee's trust.
- Formulates audit procedures for new clients.
- Write up business plans and analyze business processes
- Employs a comprehensive system audit initiative that improved client's efficiency by 30%.
- Carry out Inventory Management for Clients.
- Deploys accounting software and set up charts of accounts for clients.
- Execute Bank statement analysis for clients.
- Dispatch bank circularization on behalf of our clients for the purpose of confirming account balances and loans.
- Compute capital allowances schedules for Tax purposes.
- Responds to Tax Audit questioning from the service.
- Successfully coordinate assets verification and stock count during Audited accounts preparations.
- Files tax returns and other statutory returns for client.
- Execute the preparation of Client Company's statement of affairs for CAC filing.
- Independently prepares training materials for small growing businesses and intending bookkeepers.
- Execute expectations by delivering accurate and timely reports to clients.
- Discharges various administrative duties, supports supervisors with various tasks as required, and maintains relevant documents and files.

NYSC Serving Corps Member | Taisha Associates, Off Acme Road, Lagos.

June. 2022 – May 2023

Full time (Monday – Friday)

Responsibilities and achievements:

- Participated in the audit of client company's financial statements with senior staff
- Filed accounts and returns on tax pro max
- Prepared taxes schedules.
- Prepared bank circularization
- Independently prepared financial reports for clients.
- Analyzed bank statements.
- Preparation of payrolls for the purpose of the client's company's annual returns upload.
- Performed bank statement analysis.
- Computed Capital Allowances.
- Computed and filed CIT, PAYE, VAT, WHT and other statutory returns.
- Successfully settled account reconciliations for clients for tax clearance certificate purposes
- Improved clients financial reporting through system audit

FINANCE STUDENT INTERN | Daar Communications (AIT) Kola, Lagos State

Aug, 2019 - Jan, 2020

Full Time (Monday - Friday)

- Maintained appropriate reports, documentation and filing data.
- Maintained regular contacts of contract staff.
- Confirmed procurement prices before submitting for approval
- Updated the headquarters regularly.
- Created Payment Vouchers.
- Verified bank deposits and other channels of payment.
- Performed Bank Statement analysis.

VOLUNTEERING EXPERIENCES

P.R.O – Students Press Club Secondary School Society.

Sept 2016 – Jan 2018

- Ensured smooth liaison between the society authority and students.

Treasurer– Southwestern University Accounting Association

Sept 2020 – Aug 2021

- Optimized the association's expenditure by placing its expenses within the constraint of proceeds received
- Provided detailed reports of expenses incurred on departmental projects

President – National Youth Service corps (NYSC) Education & ICT CDS Group

Sept 2022 – May 2023

- Enlightened the community on the need to utilize the need for girl child Education
- Advocating Information Technology Literacy in secondary schools
- Organized spelling competitions project and career sensitization talk
- Provided guidance on how to use the internet platform as a study leverage for students

Treasurer- Peace Pavillion Zone, Redeemed Christian Church of God (Youth & Young Adults) Jan 2025 - Till date

- Keeping financial records for the church
- Maintained appropriate reports and documentation.
- Gives appropriate records to church management.

REFEREES

To be provided on request