

ELOHO ADETUNJI

Senior Accountant | Finance & Accounts Professional | 8+ Years of Experience | Financial Reporting | QuickBooks | Budgeting

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Professional summary

I am a dedicated and results-oriented Accountant with over 10 years of professional experience in financial management, school accounting, budgeting, financial reporting, accounts receivable and payable, payroll administration, bank reconciliation, tax compliance, and internal controls. A highly organized, analytical, and trustworthy professional committed to accuracy, efficiency, and contributing to organizational success through sound financial management.

Personal details

Currently Employed: Yes

Highest Level of Education: Master's

Industry: Accounting, Administrative Assistance, Education & Instruction

NYSC Status: Completed

Work experience

Creative Director/Accountant

Elovee's Bakes n more | Lagos

April 2019 to Present

- Maintaining the business's financial and creative priorities while maintaining the brand's identity.
- Ensuring that creative decisions are financially sustainable.
- Developing marketing strategies based on sales and financial performance.
- Proper documentation of all source documents as well as preparation of financial information required for statutory purposes.
- Update and maintain all necessary books of accounts.
- Setting sales targets and monitoring actual performance.
- Making strategic recommendations for growth, pricing, marketing and expansion

Accountant

Halifield Schools | Lagos

September 2025 to February 2026

- Oversee all financial and operational activities of all sections of the school (Maryland), utilizing vast expertise in QuickBooks Online.
- Prepare school fees (bills) for all sections of the school (Maryland) and ensure bills get to parents, no later than one week after the vacation day.
- Ensure timely collection of receivables / issue receipts / daily posting to QuickBooks and Spreadsheet Online / debt drive.
- Ensure debt control and debt management.
- Ensure entry of, review in line with, the approved manual journals.
- Present and submit all financial reports to the Director of Schools.
- Ensure monthly and termly closure of bank accounts one week after a new month begins as well as two weeks after the end of the term.
- Monthly preparation of bank reconciliation statements at least one week after a new month begins.
- Management and reconciliation of receivables weekly through preparation of payment status.
- Ensure all phone and email communications are responded to within the school's stipulated policy of a 48-hr time frame.
- Prepare termly subaccounts for School Bus Shuttle, Boarding, Kitchen Services/ Lunch, After School Care, Books, Uniforms, Programmes and Clubs and ensure the submission is done no later than two weeks after the vacation day.

- Review Accounts receivable processes and ensure policy compliance.

Account Officer

M.D Nursery and Primary School | Lagos

July 2024 to August 2025

- Track School fees and other income.
- Issue invoices, receipts and reminders for outstanding payments.
- Follow up on overdue school fees and update payment records.
- Ensure timely payments to suppliers and vendors where applicable.
- Provide financial information and support to management for decision making.
- Ensure compliance with accounting policies and school financial regulations.

Account Officer

Dansol High School | Lagos

July 2014 to August 2018

- Working with the Accountant and other colleagues to ensure the organization receives a clean management report.
- Ensuring that key financial processes are properly documented, updated and reviewed regularly with a view to achieving improvements and efficiencies.
- Billing and maintaining Students Invoices and Ledgers on Sage 50.
- Receipt and Posting of School fees and all other income.
- Preparing and Analysing of termly debtors schedule.
- Preparation of payroll and staff payslips as well as Bank letters.
- Handling account receivables, account payables and monthly Bank reconciliation.
- Assist in preparation of budgets

Accountant Officer/Executive Assistant

EFAD Global Solutions | FCT, Abuja

January 2013 to February 2014

- Record income, expenses and other financial activities as well as tacking incoming and outgoing funds.
- Report to management monthly regarding the finances of the organization.
- Email/Calendar management by prioritizing mails and meetinhs based on urgency and importance.
- Prepare payments by verifying documentation and requesting disbursement.
- Maintain customer/clients confidence and protect operations by keeping financial information confidential.
- Preparation of Payroll
- Identify and resolve discrepancies through Bank Reconciliation and ensure all transactions are properly recorded.

Audit Trainee

Baker Tilly Nigeria | Lagos

March 2004 to October 2008

- Conduct of compliance and substantive tests necessary for the assessment of internal controls in place.
- Liaison with external parties for the provision of third party confirmation.
- Checking of casts and cross cast of balances and agreeing the account balances to client's general ledger.
- Preparation of extended trial balance as well as maintaining an adequate working paper file for each audit as evidence of work carried out.
- Vouch and verify income and expenses to supporting documents to ascertain their reasonableness for inclusion in the financial statements.
- Analytical review of account balances for performance evaluation.
- Preparation of fixed assets schedule including vouching of additions and disposals as well as physical verification of the assets.
- Attendance and observation of stock counts as well as cash counts.

Education

In View (MBA)

Miva Open University | Lagos

January 2026 to Present

Accounting (B.Sc)

Delta State University | Abraka

April 2001 to January 2004

Skills

***Ability to multi-task and meet deadlines. *Good team player and work with minimal supervision. *An eye for details, especially figures. *Knowledge of Sage 50 Accounting and Quickbooks. *Knowledge of Microsoft Excel and Microsoft Word. *Proficient in the use of ERP Software (Power Enterprise) *Good Communication Skills. *Strong Analytical Skills.**