ADEKUNLE TAIWO GIFT

LAGOS, NIGERIA

08164746455 **adekunlegift1@gmail.com**

PROFESSIONAL SUMMARY.

Results-driven and detail-oriented Accountant and Finance professional with over 5years of experience in accounting, financial reporting and budgeting.Proficient in leveraging financial data to drive strategic decision-making and operational efficiency.

SKILLS

- Financial Reporting
- General Ledger Management
- Accounting Software (SAP, SAGE & Quicks Books, Zoho Books)
- Account Reconciliation
- Excel (Advanced functions, Pivot & VLOOKUP)
- Bank Reconciliation
- Strategic Planning
- Tax preparation and Filling
- Regulatory Compliance
- Budgeting &Forecasting
- Account Payables/Receivables
- Active Listening.
- Team player

EDUCATION

Lagos State University, Ojo Lagos **2016-2020**
B.Sc. Accounting
Second Class Upper Division

PROFESSIONAL QUALIFICATIONS

1. **Institute of Chartered Accountants of Nigeria (ICAN)**
   Student – Skills Level (In View)

2. **LEONINE INVESTMENT (Advanced Business Data Analytics.)**

WORK EXPERIENCE

❖ **FINANCE CONSULTANT(REMOTE)** **(Contract) MARCH-AUGUST 2026**
PIF AFRICA.

- Preparation of financial reports and analysis for clients.
- Prepared VAT, payroll taxes, and corporate tax filings for clients.
- Monthly Bank Reconciliation for clients and Management.
- Assisted with business plans and other documents required for funding and investment purposes.
- Carried out research and analysis to support client assignments.

- Reviewed financial information provided by clients and followed up on missing or inconsistent records.
- Prepared reports and presentations for client meetings and internal review.
- Worked with the team on accounting, finance and business advisory assignments.

❖ **FINANCE ASSOCIATE** **2023-2026**
FOOD CONCEPTS PLC, Ilupeju, Lagos.

- Assisted with monthly and quarterly financial closings by preparing journal entries and reconciling accounts.
- Supported budget planning processes by gathering data and performing variance analysis.
- Managed VAT, payroll taxes, and corporate tax filings.
- Prepare monthly turnover reconciliation reports used by the Auditors.
- Ensure proper tracking of cash remittances by mobile money operators and follow up on unremitted funds.
- Handled accounts receivable and payable, ensuring accurate invoices and timely payment processing.
- Ensure timely provision of audit requests relating to revenue for both internal and external auditors.
- Ensure cash banked agrees with sales and all variances owing to expense deductions from sales are reconciled.
- Prepare expense journal and upload it to P&L account on SAP monthly.
- Monitored daily cash transactions and maintained accurate financial records in the SAP system.

❖ **ACCOUNTANT** **2022-2023**
NIGEOCOM SERVICES LIMITED(TELECOMMUNICATION)

- Managed VAT, payroll taxes, and corporate tax filings.
- Prepared and analyzed financial statements in compliance with IFRS.
- Responsible for account Payables and Receivables
- Create and Process Invoices and Refund.
- Reconciled bank statements and maintained general ledger accuracy.
- Assisted in the preparation of quarterly and annual budgets.
- Prepare Expense Journals and Petty Cash reports monthly.
- Review both incoming and outgoing invoices.

❖ **ACCOUNTANT** **2021-2022**
AM STORE ONLINE LIMITED.

- Posted journal entries and maintained accurate financial records.
- Processed vendor invoices and employee expense claims.
- Monthly closings and balance sheet reconciliations.
- Participated in internal audit preparations and documentation.
- Monthly Inventory stock and evaluation using FIFO & LIFO methods.
- Track orders daily to ensure deliveries are in order.

- **Account Officer/(NYSC)** **2020-2021**

  Millbank Hall Secondary School Lagos.

  Assisting teachers and students with technical issues.

  - Ensuring software and hardware functionality.
  - Supporting IT-related activities within the school environment.
  - Handled students' examination questions and school bulletin.
  - Maintained accurate financial records, both in physical and digital formats.

VOLUNTEER EXPERIENCE

- Member, Redcross Society, NYSC CDS Group Ojo, Lagos.

REFERENCES

Available upon request.