AMUSAN SAMUEL OLUWATIMILEHIN

ACCOUNTANT | FINANCIAL REPORTING | INTERNAL AUDIT

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PROFESSIONAL PROFILE

Detail-oriented accounting professional with **5+ years of experience** in financial management, accounting operations, internal audit, financial reporting, budgeting, and financial controls. Experienced in maintaining accounting records, monitoring income and expenditure, preparing management reports, supporting budgeting and forecasting, and strengthening internal controls. Currently pursuing a **BSc in Accountancy**, with an **HND in Accountancy (Upper Credit)**. Strong analytical, organisational, and problem-solving skills with practical experience supporting management decision-making and financial compliance.

CORE ACCOUNTING SKILLS

i. Financial Accounting & Bookkeeping
ii. Financial Reporting & Analysis
iii. Account Reconciliation
iv. Budget Preparation & Monitoring
v. Budgeting & Forecasting
vi. Internal Audit & Internal Controls
vii. General Ledger Management
viii. Income & Expenditure Monitoring
ix. Financial Records Management
x. Financial Risk Management
xi. Microsoft Excel & Financial Analysis
xii. Staff Supervision & Team Coordination

PROFESSIONAL EXPERIENCE

HEAD OF ACCOUNTING

ATHEQ LLP | 2026 – Present (remote)

i. Oversee accounting operations, including general ledger maintenance, month-end closing, and financial statement preparation.
ii. Prepare budgets and financial forecasts to support cash-flow management and business planning.
iii. Maintain internal controls and audit procedures to improve financial accuracy and minimise financial risks.

iv. Analyse financial information and provide management with insights to support cost control and business decisions.

HEAD OF DEPARTMENT, ACCOUNTING & AUDIT

Precious Kiddies Nursery and Primary School, Igboora, Oyo State | 2020 – 2024

i. Managed accounting workflows, financial records, income, expenditure, and departmental controls.
ii. Prepared financial reports for management to support planning and decision-making.
iii. Conducted internal audit activities and reviewed financial processes to identify and mitigate risks.
iv. Supervised accounting staff and coordinated training on financial procedures and compliance.

HEAD OF OPERATIONS

Beacon Global Business Concept | 2019 – 2024

i. Manage daily operations, administrative records, resource allocation, and business processes.
ii. Monitor operational costs and support resource optimisation and financial efficiency.
iii. Manage stakeholder relationships and support business planning and commercial activities.

SALES REPRESENTATIVE & SOLAR INSTALLER

Sun King Solar Company | 2020 – 2023

i. Managed customer accounts and supported sales activities for residential and commercial clients.
ii. Maintained customer relationships and provided after-sales support.
iii. Identified business opportunities and supported revenue-generating activities.

EDUCATION

i. Bachelor of Science (BSc), Accountancy
Miva Open University | Current

ii. Higher National Diploma (HND), Accountancy — Upper Credit
Oyo State College of Agriculture and Technology, Igboora, Oyo State | 2022 – 2024

iii. National Diploma (OND), Accountancy — Upper Credit
Oyo State College of Agriculture and Technology, Igboora, Oyo State | 2019 – 2021

TECHNICAL SKILLS

i. **Microsoft Excel:** Financial analysis, financial modelling, spreadsheets and reporting
ii. **Microsoft Word**

iii. **Microsoft PowerPoint**
iv. **Data Analysis Tools**

RELEVANT LEADERSHIP & PROFESSIONAL EXPERIENCE

i. **Financial Secretary**
TACSFON-ALUMNI, Oyo-Osun Sub-Zone, Western Zone | 2024 – Present

ii. **Audit Chairman**
Nigeria Christian Corpers' Fellowship (NCCF),Benue State| 2025 – 2026

iii. **Team Lead & Project Manager**
Digital for All Community Development Service (CDS), NYSC, Otukpo LGA, Benue State | 2025 – 2026

REFERENCES

Available upon request.