ALIU QAZEEM ALABI

ACCOUNTING & TAXATION | SAP SECURITY & GRC CONSULTANT

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PROFESSIONAL PROFILE

Versatile and detail-oriented professional with practical experience across Accounting & Taxation and SAP Security/GRC. Experienced in tax compliance activities including VAT, Company Income Tax, PAYE, Withholding Tax and tax remittance, as well as QuickBooks, bank reconciliation, trial balance, payroll, invoice preparation, expense tracking and financial reporting. Also experienced in SAP user administration, PFCG role administration, composite roles, access management, SAP ERP and SAP S/4HANA, alongside SAP Security/GRC training and technical material development. Strong computer, documentation, communication, problem-solving and training skills, with an HND in Accounting (Upper Credit).

CORE COMPETENCIES

Accounting Operations	Tax Compliance	VAT Filing
Company Income Tax	PAYE	Withholding Tax
Tax Remittance	QuickBooks	Bank Reconciliation
Trial Balance	Financial Statements	Payroll
Financial Reporting	Microsoft Excel	SAP Security
SAP User Administration	PFCG Role Administration	Composite Roles
Role Assignment	Access Management	SAP ERP
SAP S/4HANA	SAP Security/GRC Training	Technical Documentation

PROFESSIONAL EXPERIENCE

ACCOUNTING OFFICER

IRSL Consulting | Lagos, Nigeria

January 2025 – Present

- Support preparation and filing of VAT returns for sub-companies under IRSL.
- Support Company Income Tax filing activities through the REV360 portal.
- Participate in PAYE and Withholding Tax administration and tax remittance activities.
- Maintain accounting records and financial information using QuickBooks and Microsoft Excel.
- Perform bank reconciliation and support trial balance preparation and review.
- Assist with financial statements and financial reports.
- Support payroll, invoice preparation and expense tracking.
- Organize financial documentation and maintain accurate accounting records.

SAP SECURITY & GRC CONSULTANT

Infotech Academy Online | Texas, United States (Remote)

January 2025 – Present

- Create and maintain SAP user accounts and modify user information based on access requirements.
- Lock and unlock SAP users and reset passwords as part of user administration.
- Assign roles to users and support access management activities.
- Create and modify PFCG roles and create composite roles.
- Work with SAP ERP and SAP S/4HANA environments.
- Deliver practical SAP Security/GRC training to participants.
- Develop SAP Security/GRC training materials, practical exercises and learning resources.
- Support participants during hands-on SAP exercises and explain technical concepts practically.

ADDITIONAL PROFESSIONAL EXPERIENCE

SECRETARY — **God's Own International School, Bayelsa** | 2022 – 2024

- Supported administrative and documentation activities.

• Maintained organizational records and files.

• Prepared documents and supported office operations.

• Managed information requiring accuracy and attention to detail.

• Supported communication and routine administrative coordination.

COMPUTER OPERATOR — **Ismotech Computer Limited, Lagos** | 2017 – 2021

• Supported computer-based operations and data-related activities.

• Performed data entry and information processing.

• Maintained electronic records and supported routine computer operations.

• Assisted users with computer and documentation requirements.

• Developed practical experience in computer operations and data handling.

SECRETARY — **J.D.P Venture, Lagos** | 2014 – 2016

• Supported administrative documentation and office coordination.

• Maintained records and prepared organizational documents.

• Assisted with day-to-day administrative activities.

• Supported communication and information management.

• Handled routine office documentation with attention to detail.

COMPUTER TYPIST / SECRETARY — **Legend Computer Engineering, Lagos** | 2009 – 2011

• Prepared and typed business documents.

• Supported administrative record management.

• Handled computer-based documentation and data entry.

• Maintained organized electronic and physical records.

• Supported routine office and computer operations.

EDUCATION

Higher National Diploma (HND) in Accounting — Upper Credit
Kwara State Polytechnic, Ilorin, Nigeria | 2020 – 2022

PROFESSIONAL DEVELOPMENT

Institute of Chartered Accountants of Nigeria (ICAN) — Professional Qualification, In View
SAP Security and GRC Training / Certification — In View

TECHNICAL SKILLS

Accounting: QuickBooks | Microsoft Excel | Financial Reporting | Tax Documentation | REV360 Portal
SAP: SAP ERP | SAP S/4HANA | SAP User Administration | PFCG | Composite Roles | Role Assignment | Access Management
Productivity: Microsoft Word | Microsoft PowerPoint | Technical Documentation | Training Material Development

REFERENCES

Available upon request.