**ADEGOKE ADENIYI ADEBAYO**

**CONTACT**
10, Lagos Street, off Akilo Road via Oba Akran Avenue, Ikeja, Lagos State
07068110689, 08058717258
princeadegoke.adeniyi@aol.com

**State of Origin:** EKiti State
**Date of Birth:** February 14th 1979

## EDUCATION

GREAT LEARNING INSTITUTE
In view
Online course on Corporate Finance

UNIVERSITY OF ADO-EKITI, NIGERIA
B.Sc (2nd Class Lower) In Accountancy
(1999 -2004)

OKE-IRA GRAMMAR SCHOOL
WEST AFRICA SENIOR CERTIFICATE
(1990 – 1996)

OKE-IRA PRIMARY SCHOOL
FIRST SCHOOL LEAVING CERTIFICATE
(1983 – 1989)

## PROFILE SUMMARY

A motivated and detailed oriented individual seeking to apply my knowledge of both auditing and account in a role that allow me to contribute to the accuracy and integrity of the financial information. I am eager to learn from experienced professional and grow within a reputable organisation.

## SKILLS

- ✓ Ability to work as team members
- ✓ Database management skills
- ✓ Innovation Skills
- ✓ Active Listening Skills
- ✓ Communication Skills
- ✓ Computer Skills
- ✓ Customer Service Skills
- ✓ Interpersonal Skills
- ✓ Management Skills
- ✓ Problem Solving Skills
- ✓ Ability to manage Orion & Sigma Accounting Software
- ✓ Ability to manage any Accounting Software.
- ✓ Ability to manage D365 software

## EXPERIENCE I

NATIONAL YOUTH SERVICE CORPS
Bodinga Local Government Secretariat Area
(2005 – 2006)

***Roles and Responsibilities***

- ✓ Non-current (Fixed) Assets verification
- ✓ Prepare payment for contractors
- ✓ Prepare Account Analysis for financial Statement
- ✓ Confirmation of Cheques and Bank Runs
- ✓ Assisting in Payrolls Administration

## EXPERIENCE II

FCMB INVESTMENT BANKING GROUP
(CITY SECURITIES LIMITED)
HEAD OFFICE ANNEX FCMB PLAZA
INTERNAL CONTROL AND AUDIT
(2008-2010)
MARINA, LAGOS STATE

**Roles & Responsibilities**

- ✓ Non-current (Fixed) Assets Verification
- ✓ Call-Over of daily transaction entries and reporting exemption to management.
- ✓ Pre-payment audit with Emphasis on Authorization, Maturity and Internal & Regulatory Compliance.
- ✓ Conduct Spot Checks, Security Sweep and Procedure Reviews.
- ✓ Placing stop order and Issuance of Dividend Warrants to the Clients.
- ✓ Marking of Dividend Warrants through the Data Base.
- ✓ Confirmation of Cheques to the Clients of Head Office and Branches as well.
- ✓ Daily Debit Balance and Proper Monitoring to Regulate the Clients Account to credit Balance.
- ✓ Global Debit and Credit Balance Reports on Weekly Basis.
- ✓ Reviews of Margin Accounts to Ensure Exposures are Minimized and Eliminated.

**EXPERIENCE III**

INTEGRATED MICROFINANCE BANK
(2010 – 2015)
Credit and Loan Department
3, Okeyinmin Street, off Ajilosun Road, Ado EKiti, EKiti State

***Roles and Responsibilities***

- ✓ Review and loan request
- ✓ Assess client financial status
- ✓ Evaluate creditworthiness and risk
- ✓ Analysis risk and approve or reject loan request
- ✓ Calculate financial ration (credit scores and interest rate)
- ✓ Set up payment plans
- ✓ Maintain updated record of loan application
- ✓ Follow up with client about loan renewals
- ✓ Monitoring progress of exiting loans
- ✓ Contact to gather financial date and documentation

**EXPERIENCE IV**

REYONLD CONSTRUCTION COMPANY (RCC)
Ogbere Yard
Along Ijebu-Ode Ore Expressway, Ogun State
(2015 – 2022)
Salary and Wages /Account Department
Salary & Wages

***Roles and Responsibilities***

- ✓ Collect daily, weekly or monthly timesheets.
- ✓ Calculate bonuses and allowances.
- ✓ Prepare employee's compensation by the end of each month using payroll software.
- ✓ Schedule Bank payments or hand out paychecks directly to employees.
- ✓ Distribute payment statements and gather signed receipts (Digital or Paper).
- ✓ Report on payroll expenses.
- ✓ Ensure wages and tax withholdings comply with regulations.

- ✓ Enter new employees' data (e.g. Bank Account & Tax Identification Numbers) into internal databases.
- ✓ Answer questions about compensation, benefits, taxes & Insurance Deductions.

**Account/Finance Department**

**Roles & Responsibilities**

- ✓ Financial record keeping
- ✓ Budgeting and forecasting
- ✓ Cost analysis
- ✓ Invoices processing
- ✓ Payroll management
- ✓ Financial reporting
- ✓ Regulating compliance
- ✓ Internal audit
- ✓ Project budgeting
- ✓ Financial Analysis

## EXPERIENCE V

ARTEE GROUP INDUSTRY (SPAR MARKET)
Management Information System Department **(Internal Audit)**
Adebola House
40, Opebi Road, Opebi, Ikeja, Lagos State
(October, 2023 Till Date)

***Roles and Responsibilities***

- ✓ Daily Cash Up Audit
- ✓ Gate Pass Audit
- ✓ GIN Audit
- ✓ GRN Audit
- ✓ Sales Return Document Audit
- ✓ Perpetual Stock Audit (Weekly Basis)
- ✓ Loss Note Document Audit
- ✓ Internal Waybill Audit
- ✓ Production Entry – HMR
- ✓ Production Entry – Butchery
- ✓ IBT(LTO/LTI) Transfers
- ✓ Process Audit
- ✓ Surprise Cash Up Audit
- ✓ Receiving Process Audit – Vendor
- ✓ Receiving Process Audit – IBT
- ✓ Retail Selling Price Updating Check
- ✓ Expiring Audit Check
- ✓ Purchase Return Note (PRN) Updating Check
- ✓ Internal Audit Rating Report (For Store Managers) Weekly
- ✓ Annual Stores takes in all Branches.

## REFERENCES

Available on Request