OLUBUNMI MODUPE AKHARUEME

Accountant and Finance Professional (ACA)

33 Iyase Street, Off Adedoyin Street, Kosofe, Ketu-Mile 12, Lagos

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PROFESSIONAL SUMMARY

Results-driven Associate Chartered Accountant (ACA) with over 15 years of progressive experience in accounting, financial reporting, and administrative management. Proven expertise in accounts receivable and payable management, bank reconciliations, payroll processing, budgeting, and statutory compliance (WHT, VAT, PAYE). Skilled in QuickBooks and the Microsoft Office Suite, with recent training in financial modelling, business valuation, and Python for Finance. Adept at delivering timely, accurate financial services that support informed business decisions and operational efficiency.

CORE COMPETENCIES

Financial Reporting and Reconciliation • Accounts Payable and Receivable • Payroll Administration • Budgeting and Cost Control • Statutory Compliance (WHT, VAT, PAYE) • Bank Reconciliation • Financial Analysis • QuickBooks • Microsoft Excel and Office Suite • Team Supervision and Office Administration

PROFESSIONAL EXPERIENCE

Accounts and Admin Executive | SpringRain Cleaning Services, Ikosi, Ketu, Lagos

March 2018 – Present

- Manage accounts receivable and payable records with high accuracy, ensuring timely resolution of outstanding balances and supporting healthy cash flow.
- Receive and reconcile daily sales while preparing monthly bank reconciliation statements, promptly identifying and resolving discrepancies.
- Track operating expenses and vendor payments; provide full payroll preparation and support for the organisation.
- Prepare weekly and monthly profit and loss statements together with weekly performance reports for management decision-making.
- Handle cash, POS transactions, invoices, and receipts while managing inventory levels and re-order records efficiently.
- Oversee daily business administration including staff scheduling, customer records, and pickup/delivery logistics coordination.
- Resolve customer complaints, refunds, and credit issues in a timely and professional manner, contributing to improved client satisfaction.

Senior Accounts Executive | BT Technologies Limited, Lagos Island, Lagos

January 2013 – January 2018

- Managed and monitored company branch accounts, maintaining accurate branch account records across multiple locations.
- Prepared monthly departmental budgets in alignment with expected receivables and developed detailed project budgets.
- Costed contractor bills based on contract agreements and processed payments for site contractor work accurately and on schedule.
- Managed accounts receivable and payable functions and prepared monthly payroll for the organisation.
- Provided supervisory oversight of the accounts team and successfully completed ad-hoc assignments for the Head of Department and Management.

Accounts Executive | BT Technologies Limited, Lagos Island, Lagos

March 2008 – December 2012

- Managed petty cashbook records and prepared accurate monthly payroll for staff.
- Managed accounts receivable and payable processes and prepared monthly bank reconciliation statements.
- Handled monthly tax filings and statutory remittances including WHT, VAT, and PAYE, ensuring full regulatory compliance.
- Prepared monthly departmental budgets against actuals and consolidated branch accounts for accurate reporting.
- Disbursed cash to branches and completed special assignments as directed by the Head of Department.

Accounts Officer | Paperland Industries Limited, Matori, Lagos
October 2004 – February 2008

- Prepared sales analysis reports and monitored the receipt and movement of cash with high accuracy.
- Reconciled bank statements with the cashbook and performed detailed petty cash analysis.
- Consistently met unit-level targets in support of overall corporate goals and operational performance.

EDUCATION

Higher National Diploma (HND), Accountancy – Upper Credit
Lagos State Polytechnic, Isolo, Lagos State | 2001 – 2003

Senior Secondary School Leaving Certificate (SSCE)
Mainland High School, Fadeyi, Lagos State | 1989 – 1994

PROFESSIONAL QUALIFICATION AND MEMBERSHIP

Associate Chartered Accountant (ACA) | May 2017

CERTIFICATIONS AND TRAINING

- Building of Financial Models for Start-Ups – School of Finance Program, MAT Talent Africa (2026)
- Carrying Out of Business Valuation – School of Finance Program, MAT Talent Africa (2026)
- Developing a Business Plan for Individuals and Organizations – School of Finance Program, MAT Talent Africa (2026)
- Python for Finance – School of Finance Program, MAT Talent Africa (2026)
- Specialized Training on IFRS Conversion and Implementation – Sam Oyemade and Co, Chartered Accountants (2014)
- Financial Analysis Course – Impact Training and Management Consulting (2012)

TECHNICAL SKILLS

Accounting Software: QuickBooks (Advanced)
Productivity Tools: Microsoft Word, Excel, PowerPoint

REFERENCES

Available upon request.