HASSAN VIVIAN OMOLAYO

Accountant | Auditor, Tax Compliance & Client Support

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PROFESSIONAL SUMMARY

Detail-oriented accounting professional with 3+ years of experience in an audit and accounting practice in Lagos, supporting clients across multiple industries with financial records, ledger and trial balance reconciliation, management accounts, and PAYE and Companies Income Tax computation and filing. Strong Excel and QuickBooks skills, clear written and verbal communication, and a record of following up with clients on documents, information and outstanding items while handling confidential information and meeting deadlines. HND Accounting holder; ICAN ACA candidate (examinations in progress).

CORE COMPETENCIES

Bookkeeping & Ledger Reconciliation • Management Accounts • PAYE & CIT Computation and Filing • Tax Season Support • Microsoft Excel (trackers, reconciliations, reports) • QuickBooks • CaseWare • Financial Records & Document Organisation • Client Communication & Follow-Up • Data Entry & Reporting • Confidentiality & Attention to Detail • Working to Deadlines • IFRS

PROFESSIONAL EXPERIENCE

Senior Audit Associate **May 2022 – Present**

Parlance Professional Services — Lagos, Nigeria

- Compute and file PAYE and Companies Income Tax (CIT) for clients, supporting accurate, timely compliance with FIRS requirements.
- Prepare monthly and periodic management accounts and reports in Excel and accounting software to support client decision-making.
- Verify general ledger and trial balance accuracy, reconcile accounts and resolve reconciling items to keep client records accurate.
- Organise and maintain working papers, supporting documents and client records for statutory audits across diverse industries.
- Liaise with client personnel to request documents and information and follow up on outstanding items, keeping engagements on schedule.
- Perform variance analysis in Excel to identify, investigate and resolve discrepancies across revenue, expense, asset and liability accounts.
- Draft management letters and present audited financial statements to client stakeholders, communicating findings clearly in writing and in person.
- Handle confidential client financial information across multiple engagements.
- Participated in physical inventory counts of raw materials at a major FMCG client warehouse to verify stock quantities, valuation and reporting.
- Supervise and review the work of junior staff, reducing review notes and rework and improving engagement efficiency.

EDUCATION

Higher National Diploma (HND), Accounting — Upper Credit **2019 – 2022**

The Federal Polytechnic, Ilaro

National Diploma (ND), Accounting — Upper Credit **2015 – 2017**

The Oke-Ogun Polytechnic (TOPS), Saki, Oyo State

PROFESSIONAL CERTIFICATION

- Institute of Chartered Accountants of Nigeria (ICAN), Associate Chartered Accountant (ACA): in progress, currently sitting examinations

TECHNICAL SKILLS

Microsoft Excel (reconciliations, variance analysis, reporting) • QuickBooks • CaseWare • Microsoft Word & PowerPoint)