OLANIKE RUTH OLANIYAN

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PROFESSIONAL SUMMARY

Detail-oriented accounting professional with experience across hospitality, energy, and public-sector environments. Skilled in financial reporting, general ledger and journal entries, bank and account reconciliations, accounts payable and receivable, payroll schedules, vendor payments, tax compliance, and cash-flow monitoring. Proficient in Excel and accounting applications including Zoho Books, FreshBooks, Sage 50, and QuickBooks, with a strong focus on accuracy, documentation, and internal controls.

CORE COMPETENCIES

Financial reporting and management reports • Journal posting and general ledger support • Bank, cashbook, and account reconciliations • Accounts payable and accounts receivable • Vendor invoice processing and payment scheduling • Payroll schedules and payroll processing support • VAT computation, payment, and filing • Expense requisitions and payment documentation • Cash management and petty cash reconciliation • Excel, Zoho Books, FreshBooks, Sage 50, QuickBooks, and MS Office

PROFESSIONAL EXPERIENCE

Account Officer | Clear Essence California Spa & Wellness Resort

January 2025 – Present

- Post journal entries and maintain accurate accounting records in line with supporting documentation and internal procedures.
- Review and process expense requisitions, verifying approvals, supporting documents, account coding, and budget availability where applicable.
- Coordinate vendor invoice processing and payments, ensuring documentation is complete and payments are scheduled and executed on time.
- Prepare and maintain payment schedules and monitor bank transactions to support timely settlement of approved obligations.
- Perform bank reconciliations, investigate reconciling items, and follow up on discrepancies to support accurate cash and bank balances.
- Prepare payroll schedules and collate relevant payroll information for review and processing.
- Compute, arrange payment of, and file VAT-related records and supporting documentation in accordance with applicable procedures.
- Prepare periodic financial reports and schedules to support management review and financial decision-making.
- Support accounts payable and accounts receivable activities, including invoice tracking, account monitoring, and reconciliation.
- Maintain organized financial records and assist with documentation and control checks to improve the completeness and traceability of transactions.

Accountant / Administrative Officer | Taishi Hotel & Suite

June 2023 – January 2025

- Prepared daily room and restaurant sales reports using the Tranzipos system and monitored sales data for completeness.
- Handled bookkeeping tasks, processed invoices, and maintained supporting records for routine transactions.
- Processed payments for utilities, diesel, waste management, inventory supplies, and other approved operating expenses.
- Reviewed food and beverage dockets for accuracy and completeness.
- Supported accounts payable and accounts receivable functions and monitored outstanding balances.
- Prepared weekly financial reports, including cash-flow and income-statement information, for management review.
- Performed daily cash counts, verified payments, reconciled petty cash and payment vouchers, and monitored bank deposits.
- Posted daily POS transactions and investigated financial discrepancies.
- Conducted regular stock counts to support inventory control and identify variances.
- Used Excel to manage accounting data and maintained orderly digital records and backups.
- Supported vendor liaison and coordinated follow-up on repairs and maintenance matters.
- Provided administrative support, including document filing, printing, mail handling, and office coordination.

Accountant | Maryson Energy Limited

July 2021 – May 2023

- Maintained bookkeeping records, journal entries, reconciliations, and nominal ledger information.
- Monitored accounts payable and receivable and followed up on outstanding balances.

- Captured and monitored daily sales data and reconciled client accounts with sales records.
- Reconciled depot stock reports with system records and investigated differences.
- Reconciled petty cash and payment vouchers and verified supporting documentation.
- Computed and remitted statutory deductions, including PAYE, pension contributions, and VAT, as applicable.
- Processed periodic staff payroll and prepared supporting payroll information.
- Raised and processed payments after verifying documentation and appropriate authorization.
- Prepared invoices, maintained transaction records, and supported timely customer payment follow-up.
- Prepared monthly, quarterly, and annual financial reports and tax-related schedules.

Accountant | Merigas Nigeria Limited

August 2020 – July 2021

- Maintained cashbooks, loan registers, tax files, salary records, LPG purchase files, bank deposit records, and daily sales registers.
- Reviewed cashier activities and reconciled physical cash to cashbook balances on a daily basis.
- Digitized accounting records using Excel and Wave Accounting.
- Performed bank reconciliations twice monthly and followed up on reconciling items.
- Monitored timely bank payments and maintained supporting records for financial transactions.
- Reconciled LPG sales quantities on daily and weekly schedules.
- Prepared management reports covering sales, cash, and bank positions.
- Supported internal controls by monitoring compliance with established procedures.

Internal Auditor (NYSC) | Ipaja-Ayobo Local Government Council

March 2020 – February 2021

- Vouched and cross-cast payment evidence and checked the arithmetic accuracy of transactions.
- Verified payment approvals and reviewed expenditure against approved budget limits.
- Examined vouchers and ledgers to support audit review and informed decision-making.
- Reviewed cash-office reconciliation items and gathered sufficient appropriate audit evidence.
- Assessed financial records for completeness and potential material misstatement.

EDUCATION

- **Master of Business Administration (MBA)** — Ladoke Akintola University of Technology (LAUTECH)
- **Bachelor of Technology (B.Tech), Accounting – Second Class Upper (2:1), 2019** — Ladoke Akintola University of Technology (LAUTECH), Ogbomoso, Nigeria
- **Institute of Chartered Accountants of Nigeria (ICAN)** — In view
- **National Youth Service Corps (NYSC)** — Certificate of National Service

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

- Principles of Financial Accounting – IESE Business School, University of Navarra
- Project Management – Ureducation
- Financial Modelling – Lentora
- Initiating and Planning Projects – University of California, Irvine
- Information and Communication Technology – LAUTECH ICT Unit

REFEREES

Available upon request.