**KAZEEM**

** Dubai – United Arab Emirates.**

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 [Kazeem.379825@2freemail.com](mailto:Kazeem.379825@2freemail.com)

**Visa Status:** UAE 90 Days Tourist Visa

**Attestation:** All Certificates attested by UAE Embassy.

DOB\_Sept.17,1983 **Languages: ENGLISH – ARABIC – YORUBA.**

**POST DESIRED: ACCOUNTS/FINANCE POSITION**

**CAREER OBJECTIVE**

Seeking an Accounting/Finance position with reputable organizations where my extensive wealth of experiences, Skills & abilities will be further developed and utilized to ensure organizations’ success.

**PROFILE SUMMARY**

A holder of Bachelor of Science (B.Sc) Degree in Economics & a part-qualified Associate chartered Accountant (In View) with **over 9 years** of exceptional expertise in the provision of high impact in Accounting, **Taxation (VAT & Others)**, Finance & Administrative functions for reputable organizations with keen proficiency in the usage of Contemporary **ERP Accounting software’s**, Client & Vendor relationship management with excellent communication skills.

** WORK EXPERIENCE**

Oct. 2016 – March 2018 Finance Executive (1 year, 5 Months)

**Bin Butti International Holding LLC** |  **Abu Dhabi, UAE.**

**(Seconded to Niger Refreshment Company**| **Niamey, Niger Republic.)**

**Summary of Job Responsibilities**

Providing accurate and timely Financial, **Taxation (VAT & Others)** and Management Accounting Reports (Information) to the Management by compiling, analyzing financial information and comparing Budget Versus Actual Results for planning & Decision-Making. (USING TALLY ERP 9 ACCOUNTING SOFTWARE FOR DATA PROCESSING & MANAGEMENT)

Oct. 2015 – Sept. 2016 Accountant (1 year)

 **Shinex Care LLC** |  **Abu Dhabi, UAE.**

**Achievements**

* Ensured Financial Records are maintained in compliance with GAAP and accepted

Policies and Procedures within the SFAS Rules.

* Prepared Monthly Financial Reports to the Management within deadline.
* Posted all payment vouchers into appropriate ledger accounts in QuickBooks Software.
* Maintained Stock Register and prepared Monthly Stock Report After Stock-taking exercise.
* Maintained accurate and up-to-date Accounts Payable and Receivables sub-ledgers

and monthly accounts reconciliation with vendors and Clients.

* Ensured proper Cash/Cheque Lodgement into the Bank and prepared Daily Cash Report.
* Prepared Contract Agreements, Quotations and Invoices and followed –up payments.
* Prepared Monthly Payroll and administered employees ‘file for entitlements and benefits.
* Reconciled Bank Accounts on Monthly basis.
* Received enquiries via Telephone and Mail and responded to same and followed-up.

June 2010- Sept 2015 Accounts/Admin Manager (5 years, 4 Months)



**Haniel Limited** | **#3B, Olaide Benson Street** | **Maryland, Lagos Nigeria**

**Achievements**

* Oversaw the activities in the Accounts and Administrative Departments.
* Prepared Financial Reports for the management on Monthly and Annual basis.
* Supervised cash-in-hand and Imprest (petty-Cash) System and cash disbursements.
* Maintained complete and accurate Accounts Payable and Receivable Systems.
* Managed Payroll and administered over 140 employees’ file for payment of entitlements.
* Computed and filled monthly and annual returns to relevant Tax Authoritiesand

Government Agencies.

* Generated budgets and forecasts on a quarterly basis and presented to the

Management Team.

* Reduced credit period from 90 days to 60 days.
* Increased profit by 50% through cost reduction and Control in 2012 – 2013 Financial years.
* Liaised with the Bankers, External Auditors, Investment Managers, Pension

Fund Administrators &Tax Auditors and Legal Practitioners on Financial Matters.

* Collaborated with other departmental managers in achieving overall organizational goals.

March 2009 – May 2010 Accounts/Admin Officer (1 Year, 3 Months)

**Newgate Medical Services Limited |#59, Lagos Road**|**Ikorodu, Lagos Nigeria.**

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**Achievements**

* Produced Monthly Bank Reconciliations of Eight (8) Bank Accounts and posting all

Transactions into the appropriate ledger accounts.

* Processed Vendor and Customer Invoices in a timely manner.
* Prepared Assets, Liability and Capital Accounts entries by compiling and analyzing

Accounts information.

* Recommended Financial Actions by analyzing Accounting Options.
* Maintained Financial Security by following Internal Controls.
* Secured Financial Information by completing Data Base Backups.
* Managed the internal and external mail functions and telephone support.
* Prepared weekly confidential sales reports for presentation to management.
* Scheduled client appointments and maintained up-to-date confidential client files.

**EDUCATION**

**2010 – Till Date Institute of Chartered Accountants of Nigeria (ICAN)**– Part Qualified (Skills Stage)

**2003 - 2007 University of Ilorin, Ilorin Nigeria –** B.Sc Economics (CGPA 3.36 of 5.00)

**2004 – 2007 Daarul-Uloom Institute for Arabic & Islamic Studies, Ilorin, Nigeria** – JSCE Arabic (Al-Idaadiyah)

**1996 – 2002 Ibogun Comp. High School, Ifo- Ogun, Nigeria –**Senior Secondary School Certificate (SSCE)

**TRAININGS**

**John Daniel MULTISERVICES2012:**Intuit QuickBooks Enterprise Solutions (Accounting)

**Dosal Business Consulting 2010:**Tally ERP 9 (Accounting) Software.

**Corporate Consulting 2009:**Microsoft Office Tools & Advanced Microsoft Excel.

**Corporate Consulting 2008:** Quantitative Micro Software (QMS): Econometrics Views- Micro TSP: 1981 Successor & Statistical Package for Social Sciences (SPSS).

**University of Ilorin Computer Centre 2007:** Data Processing & Mgt. Information Systems (DPMIS).

**University of Ilorin Computer Centre 2007:** Computerized Statistical Analysis (CSA)

**JOB RELATED SKILLS**

Information & Time Management | Data Entry Management | Microsoft Office + ERP | SFAS Rules | Attention to Details | Confidentiality | Reporting Skills | Customer Service Skills | Deadline-Oriented | Corporate Finance | Interpersonal & Communication Skills | General Math Skills | Computerized Statistical Analysis| Effective at Multi-tasking | Problem solving skills…

**DRIVING LICENSE **

L /NO: GGE09530AA01 National Driver’s Licence – Nigeria

**PERSONAL INTEREST**

Shopping | Traveling | Reading | Playing Games | Table Tennis

**REFERENCE**

Available upon request

**DECLARATION **

I do hereby certify that the above information is true and correct to the best of my knowledge.

***Kazeem***