

ADEMOLA SAMUEL ADENUGA

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Career Summary: Accountant with many years' experience. Expertise in Full cycle accounting/bookkeeping, international trade, Inventory/stock management, Staff payroll, Staff entitlement & benefit, Bank reconciliation, Account payables & receivables, Debtors & Creditors ageing analysis, Bookings/Journalizing of all procurement of raw materials, packing materials & all consumables purchased, Bank interest & overcharges claim, Company fund position, Pensions & tax computation, Customer's order, Invoice & Delivery note, Production & Raw material in & Out

Work Experience

- **Employer:** **Leaf Tobacco & Commodities Nigeria Limited**
32/33, Abuja-Kaduna Expressway, Kaduna State.

- **Designation:** Senior Accountant 2023 Till Date

Duties:

Inventory management and overall value, Sales collection management, Stock management, international trade management, I.e., import and export, freight, shipping and custom duty.

Bill/Bank local and foreign payment processing, Checking & verification of foreign/local supplier's bills supporting documents & ageing of supplier's bills and bookings/journalizing same.

Processing of foreign exchange control documents in order to access foreign currency in line with CBN policy.

Monitor the company debtors and creditors payment and receivables due date, using aging analysis.

Payment of all duty and levy at the port for all imported raw materials, making materials and packing materials.

Full cycle cycle accounting/bookkeeping, monthly and annual tax computation and remittance, filing employee annual return.

- **Employer:** **Firsthome Mortgage Brokers Limited**
62/64, Campbell Street, Lagos Island, Lagos State.

- **Designation:** Head, Finance & Corporate Service 2020 - 2023

Duties:

Financial Management report. All loans booking and repayment schedule computations, i.e., Federal and Commercial mortgage loan, Home Renovation loan and Rent to Own payment database updating. Loan applicant prequalification and screening to determine the eligibility amount and type of loan applicable for the applicant and the repayment schedule in line with federal/state government loan repayment policy. Applicant credit report/history verification and confirmation. Principal loan and interest computation. All mortgage loan subscribers Equity contribution savings monitoring and regular record updating. Federal/state monthly and annual statutory filings and remittances. Monthly payroll approval and processing timely payment of same. Checking & verification of supplier's bills supporting documents and payment of same.

- **Employer:** **Blaque Associates Limited**
14, Akanbi Crescent, Yaba Lagos State.

- **Designation:** Accountant 2017 - 2020

Duties:

Management report, Full cycle bookkeeping, Bank reconciliation, Preparation of monthly payroll and processing timely payment of same, LIRS monthly computation and remittance of employee income tax, Computation and filling LIRS employee annual return, Computation and remitting monthly & annual statutory payments –PENSIONS, NHF, VAT etc. Bill/Bank payment processing, Checking & verification of supplier's bills support documents & ageing analysis of supplier's bills and bookings/journalizing same, Preparation of bank interest & overcharges claim Report.

- **Employer:** **Dana Group**
116, Apapa-Oshodi Expressway, Lagos State.

- **Designation:** Account Officer 2007 - 2017

Duties:

Manufacturing Report, Production Report, Staff payroll, Staff entitlement & benefit, Bank reconciliation, Account payables & receivables, Handling of Petty cash, Pensions & tax computation, Bookings/Journalizing of all procurement of raw materials, packing materials & all consumables purchased, Customer's order, Invoice & Delivery note, Production & Raw

material in & out, Preparation of Weekly/Monthly Sales, and Production/Stock Reports, Bill/Bank payment processing, Checking & verification of suppliers (other bills) payment CRF and support documents & ageing analysis of supplier's bills.

Additional Qualities

- Ability to work perfect on Tally ERP
- Ability to work perfect on Tally Prime
- Ability to work perfect on Microsoft Excel
- Ability to work on QuickBooks
- Ability to work on Microsoft Word

Personal Data:

Place of Birth:	Lagos, Nigeria
Sex:	Male
Language	English & Yoruba

Academic History

- 2022 International Business Management Institute
Berlin Germany
Diploma in Financial Management
- 2017 University of Lagos
Akoka Lagos State
BSc Accounting
- 2005 Trius Computer Institute.
Sari Iganmu, Lagos State.
Advance Diploma in Data Processing
- 2003 Government College Maroko
Osborn Road, Ikoyi Lagos State.
Secondary School Certificate

Professional Certification/Licenses

- 2023 Corporate Finance Institute
Vancouver British Columbia, Canada
Certified Financial Modeling & Valuation Analyst

Referees

Available on request