**TINUOYE OLUWASEYI**

Address: NO 1,ABUEDE ESTATE,AGBADO,LAGOS -STATE.

Sex: Male

Phone no:07032769396

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**PURPOSE**

To support the Chief Accountant in managing the Accounts department in line with financial guidelines procedures and ensure strict adherence to financial principles and guidelines.

**Experience**

**Nigerian ball point pen industries Plc 2012-2016**

**Snr Account Supervisor**

**Accountabilities**

* Review and profile customers credit requests in line with company’s credit policy and guidelines.
* Creating of new customer and supplier’s account.
* Checking Credit Sales Approval requests and providing required information that would guide management in final approval.
* Filing of monthly VAT and Company Income Tax Returns and Pension
* Matching of account and preparation of Age balance.
* Review customers credit limits with the commercial Department.
* Updating monthly Stock and variance report
* Authorising customers’ waybill on sage to facilitate invoicing and ensuring all posting of documents are done as required.
* Any other job assigned by the FD

**G.I & DISTRIBUTION LIMITED 2016-Till Date**

**Snr Account supervisor**

**PURPOSE**

To support the Chief Accountant in managing the Accounts department in line with financial guidelines procedures and ensure strict adherence to financial principles and guidelines.

**Accountabilities**

* Ensure Seamless day to day running and control of the department.
* Preparing and Monitoring of monthly Fixed Asset Schedule.
* Ensure proper coding and accounts allocation of transactions generated all vouchers are system captured daily.
* Timely preparation of Clients, Suppliers, Bank &Gen Accounting Checking Sheets and ensure correction of pending items in all checking sheet.
* Supervise and preparation of up-to-date record of all statutory accounts.
* Preparation of Monthly Provisions.
* Updating monthly Stock and variance report
* Analysis of monthly expenses in line with budget
* Monitoring of sales representative’s accounts and reconciliation of Key non-group suppliers accounts
* Working with the team to ensure clean audit trail.

**QUALIFICATIONS AND EXPERIENCE**

* A graduate of Financial/Accounting-Higher National Diploma (HND)
* Professional certification in accounting- (In view)
* Inventory Control, Accounting and Stores Management-Certificate of Participation(BY ICAN LMDS).
* 11 years’ experience
* Ability to work under pressure, independently and with limited supervision.
* Makes recommendations related to work procedures and implementation.

**CORE COMPETENCIES**

* Proficiency in Microsoft Office packages, especially Excel and Word
* Proficiency in Use of Accounting software packages-SAGE X3 V6
* Strong Analytical skills
* Excellent people Management Skills
* Great communication skills

**REFERENCE**

**Available on request**