

CURRICULUM VITAE

<p>Personal information</p> <p>Surname /Other name(s) Postal Address Telephone No(s) E-mail Nationality Date of birth Gender</p>	<p>Aderonke Temitope OLORUNTOYE (Mrs.) Mutual Alpha Court, Olaleye New Town, Iponri, Lagos, Nigeria. 08023211427; 08079131440 adetoye2001@gmail.com, aderonkeoloruntoye001@gmail.com NIGERIAN 23rd August 1974 Female, Married with three children</p>
<p><u>Work experience</u></p> <p>Date Position held Employer Business Sector Responsibilities</p> <p>Date Position held Employer Business Sector Responsibilities</p> <p>Date Position held Employer Business Sector Responsibilities</p> <p>Date Position held Employer Business Sector Responsibilities</p> <p>Date Position held Employer Business Sector Responsibilities</p> <p>Date Position held Employer Business Sector Responsibilities</p>	<p>October 2023 till date Experienced Virtual Business Assistant Self (Remote Worker) Business Support Services Skilled Multitasker to manage your files, emails, meetings and calendar bookings, travel bookings, appointment setting and scheduling, bookkeeping/accounting records updating, spreadsheets and data analysis, time management, Google Workspace, Phone cold calls and tax related issues.</p> <p>November 2022 till October 2023 Director, Tax Management & Operations Ultimate Tax Relief, Ikeja – Lagos <i>Business Tax Consulting</i> Project implementation, quality control, operational excellence, service delivery, relationship management, management of all products and services, corporate capacity improvement; developing existing business and facilitating development of new markets for the company.</p> <p>April 2012 till October 2022 Tax/Accounting Leader (CITN Tax Practice License with effect from August 2009) fdtt consult, Lagos <i>Management and Consulting Services</i> Business Tax Advisory and Compliance Services, Tax Audit Monitoring Agents, Accounting Services, Payroll Management.</p> <p>January 2011 till April 2012 Head, Tax Compliance/Advisory Services Unit PKF Professional Services, Obanikoro – Lagos <i>Chartered Accountants and Business Advisers</i> Supervision and direction of all activities of the department in respect of its Tax Compliance and Advisory Services; Payroll Management, Continuous improvement and management of all products and services; corporate capacity improvement; developing existing business and facilitating development of new markets for the company.</p> <p>February 2009 to May 2010 Pioneer Manager, Business Tax Compliance Services Saffron Professional Services, Victoria Island, Lagos <i>Tax, People and Regulatory Services</i> Business Tax Advisory and Compliance Services, Indirect Tax – Customs & Value Added Tax Services, International Tax, Transaction Tax, Tax Audit, Due Diligence, Payroll Management, Statutory Reporting Support Services for the firm to Regulatory Authorities.</p> <p>June 2005 to January 2009 Senior Tax Consultant Deloitte, (West and Central Africa), Victoria Island, Lagos <i>Audit, Tax, Consulting and Financial Advisory Services</i> Corporate and Individual Tax Compliance/Advisory Services; Filing of annual income tax, monthly value added tax and periodic withholding tax returns of clients; Applying for and obtaining income tax clearance certificate for clients; Tax Audit Exercise in respect of VAT, WHT, Income Tax, PAYE; Tax Due Diligence for many companies & Organisations amongst whom are a Cameroun client of Deloitte, TDD during mergers and acquisition of banks in Nigeria; Tax Planning and advisory services for Deloitte clients.</p> <p>June 2003 to December 2004</p>

	<p>Accountant Pinky Blue Limited, Lagos (Mothercare Product Franchisee) <i>Retail Market</i> Corporate Performance Management and Business Planning Preparation and Supervision of ALL accounting records and activities.</p>
<p>Date Position held Employer Business Sector Responsibilities</p> <p>Date Position held Employer Business Sector Responsibilities</p>	<p>January 2002 to December 2002 Senior Associate ReStral Limited, Lagos (Formerly ReStral Consulting Limited) <i>Management Consulting & Strategy</i> Preparation of firms accounts, Supervision of all petty cash activities & banking activities, financial consulting services to firms clients.</p> <p>June 1999 to August 2001 Assistant Manager (Audit) Global Soaps & Detergent Industries Limited, Ilorin, Kwara State <i>Manufacturing</i> Auditing records of personnel, sales, stores & raw materials department</p>
<p><u>Professional Qualifications</u></p> <p>Date Qualification Organisation</p> <p>Date Qualification Organisation</p> <p>Date Qualification Organisation</p> <p>Date Qualification Organisation</p>	<p>May 2012 Certificate of Proficiency in International Financial Reporting Standards (CertIFR) Association of Chartered Certified Accountants (ACCA, UK)</p> <p>April 2012 Fellow (FCA) The Institute of Chartered Accountants of Nigeria (ICAN)</p> <p>August 2011 Fellow (FCTI) Chartered Institute of Taxation of Nigeria, (CITN)</p> <p>September 2005 Associate Member (AMNIM) Nigerian Institute of Management (Chartered)</p>
<p><u>Education and Training</u></p> <p>Date Qualification Institution Skills Acquired</p> <p>Date Qualification Institution Skills Acquired</p> <p>Date Qualification Institution Skills Acquired Award</p> <p>Date Qualification Institution Skills Acquired</p>	<p>October 2012 to May 2014 <i>Graduate</i> Deloitte IFRS Academy, Lagos, Nigeria IFRS Conversion and implementation skills</p> <p>1997 <i>Diploma in Electronic Data Processing</i> Kem Computers' Training Centre, Ilorin, Kwara State Micro soft Office Proficiency (Word, Excel and power point)</p> <p>1992 – 1997 <i>B. Sc Accounting</i> University of Ilorin, Ilorin, Kwara State Accounting, Business & Commercial Law, Finance, Auditing and Management Honorary Award – Most Distinguished member of the Association of Business Students (1997)</p> <p>1985 – 1991 <i>SSCE (Senior Secondary Certificate Examination)</i> Unilorin Secondary School, Ilorin, Kwara State Mathematics, English Language, Accounting, Economics, Geography</p>
<p><u>Personal skills and competences</u></p>	<ul style="list-style-type: none"> ➤ Good interpersonal and communication skills; ➤ Auditing and internal control skills; ➤ Tax advisory, compliance and consulting skills; ➤ Proficient user of the Microsoft Office; ➤ Music and acting, Reading, watching films;

<p>Mother tongue Other language(s)</p>	<p>➤ Copywriting and affiliate marketing as a hobby ➤ Dancing, singing, surfing for information on the internet.</p> <p>Yoruba; Speaking and understanding - Fluent English; Speaking and understanding – Excellent</p>
<p><u>Courses Attended</u></p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p> <p>Title and Date Organised By</p>	<p>Participant, Training on “<i>Corporate Tax Planning</i>”, 21 – 23 August 2006 Lagos Business School, Victoria Island Campus in Lagos, Nigeria</p> <p>Participant, Training on “<i>Fraud detection and prevention</i>”, 23 – 25 October 2007 Bios Consulting in Lagos, Nigeria</p> <p>Participant, 2008 Annual Tax Conference, 7 – 10 May 2008 The Chartered Institute of Taxation of Nigeria (CITN) in Abuja, Nigeria</p> <p>Participant, Workshop on “<i>e-Payment of taxes/returns by MDAs</i>”, 5 March 2009 Federal Inland Revenue Service (FIRS) in Abuja, Nigeria</p> <p>Participant, Workshop on “<i>Stress management</i>”, 12 March 2009 The Lagos Chamber of Commerce and Industry (LCCI) in Lagos, Nigeria</p> <p>Discussant, Round Table Meeting on “<i>Tax Incentives and Waivers in the Nigerian Capital Market</i>”, 26 March 2009 Securities and Exchange Commission (SEC) in Abuja, Nigeria</p> <p>Participant, 2009 Annual Tax Conference, 6 – 9 May, 2009 The Chartered Institute of Taxation of Nigeria (CITN) in Abuja, Nigeria</p> <p>Paper Presenter, “<i>Effective Audit and Investigation for Improved Tax Compliance</i>” Africa International Conference 11 – 14 May, 2009 An MIS/FIRS International Tax Conference in Abuja, Nigeria</p> <p>Participant, Seminar on “<i>Personal Income Tax in the Informal Sector of the economy</i>”, 25 May, 2009 An ICAN/Lagos State Internal Revenue Service (LIRS) sensitisation seminar in Ikeja, Lagos, Nigeria</p> <p>Facilitator, The Mandatory Continuous Programme of Education, (MCPE), 18 – 19 November 2009 The Institute of Chartered Accountants of Nigeria (ICAN) in Owerri, Imo State</p> <p>Participant, 2010 Annual Tax Conference, 5 – 8 May, 2010 The Chartered Institute of Taxation of Nigeria (CITN) in Abuja, Nigeria</p> <p>Participant, The Mandatory Continuous Programme of Education & Seminar (MCPE), 30 November 2010 Tax Management and Practice; Current developments on Tax Implications of the IFRS The Institute of Chartered Accountants of Nigeria (ICAN) in Lagos, Nigeria</p> <p>Participant, Mandatory Professional Training Programme (MPTP), 23 – 24 March 2011 Internally Generated Revenue; Nigerian Local Content Act; Nexus between Tax Treaties and Domestic Tax Laws The Chartered Institute of Taxation of Nigeria (CITN) in Lagos, Nigeria</p> <p>Participant, IFRS Training, 29 – 31 March 2011 PKF Professional Services in Lagos, Nigeria</p> <p>Participant, Seminar; Current developments on Tax Implications of the IFRS, 5 April 2011 The Chartered Institute of Taxation of Nigeria (CITN) in Lagos, Nigeria</p> <p>Participant and Member of the Annual Tax Conference Planning Committee 2011 Annual Tax Conference, 11 – 14 May, 2011 The Chartered Institute of Taxation of Nigeria (CITN) in Abuja, Nigeria</p> <p>Participant, ICAN IFRS Certification Training Programme (Module 1), 21- 23 June 2011 The Institute of Chartered Accountants of Nigeria in Lagos, Nigeria</p>

Title and Date Organised By	Participant , ICAN IFRS Certification Training Programme (Module 2), 12- 15 July 2011 The Institute of Chartered Accountants of Nigeria in Lagos, Nigeria	
Title and Date Organised By	Delegate , 8th Corporate Financial Reporting Summit & Dinner, 20 – 21 December 2011 Financial Reporting Council of Nigeria, Federal Ministry of Trade and Investment	
Title and Date Organised By	Participant , Three Months IFRS Training with Deji Awobodu, March – May 2012 ADRAC Professional Services Limited	
Title and Date Organised By	Conference Director and Member of the Annual Tax Conference Planning Committee 2012 Annual Tax Conference, 9 – 12 May, 2012 The Chartered Institute of Taxation of Nigeria (CITN) in Abuja, Nigeria	
Title and Date Organised By	Member of the Annual Tax Conference Planning Committee 2014 Annual Tax Conference, 20 – 24 May, 2014 The Chartered Institute of Taxation of Nigeria (CITN) in Uyo, Akwa Ibom State, Nigeria	
Title and Date Organised By	Participant , 2015 Annual Tax Conference, 13 – 16 May, 2015 The Chartered Institute of Taxation of Nigeria (CITN) in Abuja, Nigeria	
Title and Date Organised By	Participant , 2016 Annual Tax Conference, 11 – 14 May, 2016 The Chartered Institute of Taxation of Nigeria (CITN) in Abuja, Nigeria	
<u>Social skills and competences</u>	SME Club Multipurpose Co-operative Society	Vice President , July 2011 till June 2017
	Society of Women in Taxation (SWIT)	Member , Inauguration Committee, May 2010; Secretary General , Lagos State, July 2010 to June 2013.
	Chartered Institute of Taxation of Nigeria (CITN)	Lagos District Society; <ul style="list-style-type: none"> • <i>Secretary General</i>, June 2010 to June 2011 • <i>Deputy Vice Chairman</i>, June 2011 till June 2012 • <i>Vice Chairman</i>, June 2012 till June 2014 • <i>Chairman</i>, June 2014 till June 2016 • <i>Member, Committee of Past Chairmen</i>, June 2016 till date Annual Tax Conference Planning Committee; <ul style="list-style-type: none"> • <i>Member</i>, 2010 till 2014 • <i>Conference Director</i>, 2012 Annual Tax Conference
	Lagos Chamber of Commerce and Industry	Member , Commercial Law and Taxation Committee, 2009.
	National Youth Service Corps (NYSC) Issele-Uku, Delta State	Member , Camp Orientation Broadcasting Service (1998) Quarter Guard (1998)
	UMCA Chapel, Tanke-Ilorin, Kwara State	Treasurer , Fellowship of Young Christian Adults, (FOYCA), 1995 -1997.
	Nigerian Universities Accounting Students Association (NUASA), Unilorin Chapter	General Secretary , Library Committee, 1995 – 1997.
	Teenagers' Outreach Ministry	Youth group leader , 1990 – 1997.
	Unilorin Secondary School, Ilorin, Kwara State	Financial Secretary , Mathematics Club, 1989 – 1990. Representative , Guidance Club, 1990 – 1991. Member , JETS club, 1988 – 1991.
<u>Referees</u>	To be provided on request	