**ADEBAYO AYOKUNLE SIMON**

***Address:*** 75, Abusoro Quarters, Off Ijoka Road, Akure, Ondo State.

***Phone Number:*** 08131888531

***E-mail Address*:** [adebayosimon99@gmail.com](mailto:adebayosimon99@gmail.com)

**OBJECTIVE**

Ayokunle have gained relevant work experience spanning from financial reporting and accounting, auditing, researching, tax filling and remittance. I have high attention to detail and excellent analytical skills. I also have good computer skills in MS Office, accounting software and database. I am seeking to work in a progressive organization that offers professional challenges and provides avenue to refine and advance my technical knowledge that will aid building a fulfilled career.

**PERSONAL DATA**

**Date of Birth**: 1st August

**Sex:** Male

**State of Origin**: Ondo State

**Local Govt Area**: Akure South

**Nationality**: Nigerian

**Marital Status**: Single

**EDUCATION**

**Adekunle Ajasin University Akungba-Akoko, Ondo State**

Master’s Degree in Accounting (Distinction)  **2018 - 2021**

**Adekunle Ajasin University Akungba-Akoko, Ondo State**

Bachelor’s Degree in Accounting (2nd Class Upper) **2012 - 2016**

**St. Michael’s Catholic High School, Akure, Ondo State**

Senior School Certificate Examination SSCE **2002- 2008**

**St. Michael’s Roman Catholic Primary School , Akure, Ondo State**

Primary School Leaving Certificate **1995 - 2002**

**WORK EXPERIENCE**

**Accountant ‖ Brodock Enterprises Limited, Abuja FCT. Dec. 2018 – Feb. 2021**

* I confirmed and recorded incoming receipts/invoices and outgoing payments in the appropriate ledgers.
* I verified that accounts payable and staff reimbursement transactions are done in compliance with all company financial procedures before payments are made, in order to maintain a strong controlled environment.
* I kept records of accounts receivable and follow up on customers to ensure prompt payment of amounts due to the company.
* I worked with other members of Finance Department to prepare monthly, quarterly and yearly financial reports of the company.

**Assistant Inspector of Taxes (NYSC) Ogun State Internal Revenue Service Nov 2016-Oct 2017**

* I registered and renewed insurance policy of motor vehicles, trucks, tippers, and motorcycles on different insurance companies’ website
* I accessed and renewed vehicles documents for both private and commercial motor vehicles, trucks, tippers, and motorcycles.

**Internal Audit Intern (SIWES) ‖ Adekunle Ajasin University Feb. 2014 – Mar. 2015**

* I participated in quarterly and yearly stock taking, by checking goods in the store, in order to ensure that the quality and quantity are in agreement with the document kept by the store keeper.
* I was charged with the responsibility of Cross-checking the accuracy of source documents like cash receipts and invoices to ensure the addition of figures are correct
* I examined the petty cash analysis booklet of each department to ascertain that the source document figures are not against the figures recoded in the analysis booklet.
* I raised memos for the reimbursement of amounts spent by each department from their petty cash and summited them for approval of the Head of Internal Audit.

**PROFESSIONAL SKILLS**

● Auditing Skill ● Internal Control Management

● Microsoft Office ● Financial Reporting skill

● Communication skill ● Effective Time Management Skill

**REFERENCES**

**Mrs. Jonathan-Abayomi Odunayo**

President, Customary Court II, Ondo

Ondo City,

Ondo State.

08062570117.

**Mr. Felix Awoke**

Operations Manager,

Brodock Enterprises Limited,

Abuja FCT,

08068064458.

**Mr. Fatukasi Oluwafemi**

General Manager,

SchokVille Limited,

Alade-Idanre, Ondo State.

07035310705.