

OLUFOWOBI OLUWAWEMIMO E.

5 AG Street, Federal Low-Cost Housing Estate, Ikorodu Road, Lagos State

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Date of Birth: 3RD MARCH 1990
Place of Birth: LAGOS
State Of Origin: LAGOS STATE
Sex: FEMALE
Religion: CHRISTIAN
Marital Status: SINGLE

PROFESSIONAL SUMMARY:

Reliable Cost Inventory Accountant proficient in maintaining accounts payable and receivables and auditing inventory movement activities. Passionate and motivated, with a drive for excellence. Extensive experience in working with designated team members and auditing records to ensure accuracy.

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATE

Citizens Nursery & Primary School Ikorodu	1995 – 2001
Nigerian International School Cotonou Benin	2001 – 2002
Mate Comprehensive High School Alapere Ketu	2002 – 2006
University of Benin Ugbowo Campus	2006 – 2011

CERTIFICATE OBTAINED

❖ First School Leaving Certificate	2001
❖ West Africa Leaving School Certificate	2006
❖ Bachelor of Science (BSc) in Mathematics & Economics	2011

WORKING EXPERIENCE

ENKAY INDO NIGERIAN INDUSTRIES LIMITED - February 2016 -TILL DATE
POSITION HELD: – COST INVENTORY ACCOUNTANT

Duties:

- Review invoices with quantities received as per Goods Received note and prices approved as per Purchase order
- Posting of Purchases invoices in ERP based on GRN & Purchase Order on a daily basis
- Posting of Sales invoices in ERP based on quantities as per waybills & rate approved as per Pro forma Invoice.
- Ensure that Purchase Orders and contracts are approved in accordance with the Authority Matrix to help ensure effective internal financial control.
- Monitor the sales and purchases of stock from various warehouse locations
- Perform general accepted accounting procedures including preparation of journals, maintenance and reconciliation of ledger accounts and ageing analysis for management reports in ERP
- Follow up for original invoices to eliminate the risk of overpayment and preparation of total cost of expenses incurred for goods exported and purchased.

- Supervise and participate in monthly physical verification of stock items by working closely with the designated staff member at the various locations
- Monitor the weighted average price of stock materials in ERP
- Correctly report bad, damaged, expired or obsolete inventory to the appropriate channel for final resolution
- Review all inventories and ensure value is received for all procurement & sales
- Prompt intimation on the inventory level, sales, purchases, payable and receivables via MIS report to the Management
- Ensure compliance with applicable Tax Laws such as Zero VAT on sales and purchases
- Undertake physical audit on inventory levels in the ware house with the Regulatory bodies personnel
- Any anomalies or discrepancies in invoices to be highlighted immediately to Accounts Manager or Head of Finance
- Any other duties and responsibilities that may be assigned from time to time by Accounts Manager or Head of Finance.

LIVING STONE COLLEGE

May 2014 – January 2016

POSITION HELD: - ADMISSION OFFICER / CLASS TEACHER

Duties:

- Manage the admission proceedings in close liaison with the academic department
- Handle telephone and email enquiries from prospective students, their parents, teachers and advisers
- Check and verify the fee classification applicants
- Teach Mathematics and Economics using the accredited school syllabus
- Maintain complete and appropriate records and files
- Organize educational and extra curriculum activities with relation to other staff members

**GOVERNMENT JUNIOR SECONDARY SCHOOL JALINGO,
MADAGALI ADAMAWA STATE (NYSC)
POSITION HELD: - SCHOOL CORDINATOR**

2012 – 2013

Duties:

- Assistant to the camp coordinators of Millennium Development Goals (MDG)
- Organized inter schools competitions
- Certified member of the Community Development Service (CDS)
- Mathematics teacher: academic and professional adviser
- Engaged in extra moral activities and academic tutorship after school hours.

HOBBIES:

Meeting people, Travelling, Reading and Involving in statistical operation

REFEREES:

Mr. Engr. Shola Taylor
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