

# JOHNSON OLUGBENGA AGBEDE

New site, Okusan Olokuta Idi Aba, Abeokuta, Ogun State.

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## Personal Information:

**Gender:** Male  
**Date of Birth:** 13 October, 1981  
**State of origin:** Ondo State.  
**Language Spoken:** Yoruba and English.  
**Marital Status:** Married  
**Hobbies:** Reading, Attending Seminars & Training, Traveling, and Researching  
**Objectivity:** To provide quality Service in a competitive and merit driving environment that is challenging with possibility achieving Result.

## Skill:

- Effective Use of Microsoft Application like (Excel, Word, Power point, Microsoft Dynamic NAV (Account application))
- Effective Use of Sage (Peach Tree) (Sage One)
- Ability to lead, & Coordinate with aim of Positive result
- Ability to work with no Supervision.
- Ability to identify problems and provide solution.

## Member/Professional Qualification:

- Institute of Chartered Accountant of Nigeria (ICAN) (ACA)
- Chartered Institute of Taxation of Nigeria (CITN) PT 1
- Member of Nigeria Institute of Management (NIM)
- Graduate Member of Institute of Debt Recovery Practitioners of Nigeria (IDRPN)

## Educational Qualification with Date:

- *Moshood Abiola Polytechnic, Ojere, Abeokuta, Ogun State.*  
HND Accounting 2009
- *Moshood Abiola Polytechnic, Ojere, Abeokuta, Ogun State.*  
OND Accounting 2006
- *Debilek Computer Institution, Sango Ota, Ogun State.*  
Diploma in Computer Studies 2003
- *Area Community High School (ACSHO), Owode Yewa, Ogun State.*  
Senior School Certificate Examination 1998
- *Army Children School 1, 192 Motorize Battalion, Owode Yewa, Ogun State.*  
First School Leaving Certificate 1992

## Working Experience with Date:

*Cruxstone Development & Investment Ltd.*

*Sept 2017 – To Date*

**Status:** Full Employment

**Post Head with Date & Responsibility:**

**Manager Account:**

### Responsibilities

- Set Up Company Account.
- Fixed Asset Management.
- Payroll Administration.
- Preparation of Monthly Management Financial Report.
- Company Monthly Bank and Customers Account Reconciliation.
- Receivable & Credit Control.
- Management of Company tax matters.

- Statutory Deduction Management.
- Development of Company account Standard of Operation
- Client Payment Managements.
- Review and Approval of all Payment request.
- Company Budget Preparation and Managements.
- Accounting for Acquisition/Disposal of assets.
- Bi monthly Sales Analyses/Debtors Report.
- Bi. Monthly Report on Cash disbursement and inflows on all Project.
- Inventory Control (Land & Building).
- Maintenance of Loans and Lease Ledgers.

***Paltonmorgan Holding.***

***May 2016 – June 2017***

**Status:** Full Employment

**Post Head with Date & Responsibility:**

**DM Accountant:**

**Responsibilities**

- Management of the Group & Subsidiaries General Ledger
- Group Fixed Asset Management
- Monthly Inter- Company Account Management and Reconciliation
- Payroll Administration: preparation and payment of staff salaries, preparation of staff pension
- Preparation of Monthly Management Financial Report
- Project status reporting
- Reconciliation & Generation of Periodic Vendors Ledger
- Relating with Consultants on tax matters
- Statutory Deduction Management e.g Pension, NHIF, PAYE VAT, WHT, Education and Company Income Tax etc
- Review of Various Company payment requests
- Client Payment Refund Managements
- Review and Approval of Commission Due for Payment
- Account for prepayment
- Accounting for Acquisition/Disposal of assets
- Bi monthly Sales Analyses/Debtors Report
- Bi. Monthly Report on Cash disbursement and inflows on all Project
- Inventory Control (Land & Building)
- Liaison with External Auditors
- Maintenance of Loans and Lease Ledgers
- Management of General Ledger
- Other Assigned Responsibility

***Propertymart Real Estate Investment Ltd.***

***Oct 2010 – April 2016***

**Status:** Full Employment

**Post Head with Date & Responsibility:**

**Construction Accountant:**

**Feb 2015 – April 2016**

**Responsibilities**

- Prepare the cash flow for both Construction and production unit
- Verify the completion of assign work before any payment is made
- Monthly reconciliation of Construction & Production account
- Ensure proper documentation of third party documents for construction, Production and Procurement Unit
- Sort and review invoices and cheque requests for proper account codes, cost centres, and payment terms
- Confirm availability of funds in budgets of Construction Divisions before payment is processed
- Resolve all payment issues for construction unit
- Ensure the processing of all Propertymart Real Estate Investment Limited's liabilities to suppliers and construction unit
- Develop and regularly update records of suppliers and construction unit payments
- Assist in ensuring prompt release of funds to construction unit

- Preparation of Production units monthly report
- Many other responsibilities as they are required

**Deputy Manager Internal Audit:**

**Jan 2013 – Jan 2015**

**Responsibilities**

- Ensure complete error free posted entries.
- Ensures that company's accounting ledgers agree with bank balances.
- Ensures that guidelines and policies around cash processes are adequate and effective, and that such policies prevent significant errors in cash balance calculation.
- Reviews a company's bank accounts, checks balances against ledger amounts and verifies that such amounts agree with financial statement items---such as an asset, a liability, revenue or an expense.
- Confirms every bank items agree with an accounting entry in the ledger and then researches items that do not match.
- Posting of daily bank deposit transactions into company's bank account (Cash book).
- Ensures that not long outstanding is standing in the reconciliation reports.
- Reconciliation of Sundry subscriber ledger
- Reconcile Clients statement by ensuring that each client's transaction can be matched against bank transaction.
- Carry out ledger proof reconciliation on a periodic basis (quarterly)
- Any other assigned responsibilities by Head, Internal Control/Internal Audit Manager

**Internal Auditor/Internal Control Office:**

**Oct 2010 – Dec 2012**

**Responsibilities**

- Check The Approval of Every Payment before any payment and after payment
- Carried out Bank reconciliation
- Review All Bank Reconciliation carried out by other staffs
- Review Client Statement Reconciliation Before Any Correction is being Made to It
- Review Call Over Report
- Attending to standing issues that arise from reconciliation, and ensuring the implementation of any correction needed
- Timely review of staff activities in the department
- Monthly report written on Internal control
- Timely visitation to carry out check on every Activities going on site
- Assigning of Bank and related reconciliation to specific Staff for reconciliation to be carried out

***Ogbomosho Grammar School, Senior School II, Ogbomosho North, Oyo State.***

***July 2010-June 2011***

**Status:** National Youth Service Corp (NYSC)

**Post:** Class Teacher

**Responsibility**

- Preparation of Lecture Note and Lecturing

***Foremost Consulting Associates, Panseke, Abeokuta, Ogun State.***

***Jan 2009 –Oct 2010***

**Status:** Full Employment

**Post:** Head Tax & Small Audit Department

**Responsibility**

- Preparation of Firm financial Statement
- Tax Back Duty Assessment Audit
- Bank Charge Audit
- Companies Record Updating/Training
- Preparation of Cash flow Projection
- Preparation of incomplete Records
- Personal Income Assessment
- Company tax Planning and Computation.
- Financial Audit of Banks.

**Foremost Consulting Associates, Panseke, Abeokuta, Ogun State.****Feb 2008 – Dec 2008****Status:** Full Employment**Post:** Semi Senior**Responsibility**

- Preparation of Firm financial Statement
- Tax Back Duty Assessment Audit
- Bank Charge Audit
- Preparation of incomplete Records
- Company tax Planning and Computation.
- Financial Audit of Banks.

**Jubril Olawale Lawal & Co, Panseke, Abeokuta, Ogun State.****Feb 2007 – Jan 2008****Status:** 1 year Industrial Training (I.T)**Post:** Attaches/Audit Trainee**Responsibility**

- Tax Back Duty Assessment Audit
- Bank Charge Audit
- Preparation of incomplete Records
- Financial Audit of Banks

**YAO Bakery, Owode yewa, Yewa South, Ogun State.****1998 – 1999****Department:** Packaging**Responsibility**

- Ceiling of Nylon
- Packing of product into the nylon
- Permanent Ceiling of Product
- Counting of product into Carton
- Ceiling of Carton

**Training, Researches and Projects:**


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-	<b><i>Training on International Financial Reporting Standard (IFRS)</i></b>	
	Sponsored by Propertymart Real Estate Invt Ltd	2016
-	<b><i>Training on Effective Project Finance</i></b>	
	Sponsored by Propertymart Real Estate Invt Ltd	2015
-	<b><i>Workshop on entrepreneurship, human resources &amp; Leadership training</i></b>	
	Organized by NYSC for Job awareness lecture	2010
-	<b><i>Workshop on Job creation and awareness</i></b>	
	Organized by NYSC for Job awareness lecture	2010
-	<b><i>Project Research on Back duty Assessment a means of effective tax collection and minimizing tax evasion</i></b>	
	Project work for the fulfillment of Higher National Diploma (HND) in Accounting	2009
-	<b><i>Seminar on Auditors responsibility as to the disclosure of debt in the financial statement</i></b>	
	Organized by the Great Achievers Club MAPOLY Chapter	2009
-	<b><i>Seminar on the global meltdown and the way forward</i></b>	
	Organized by the Joint Minds Clubs MAPOLY Chapter	2009
-	<b><i>Seminar on the Role of Accountant in Decision making in Nation Building</i></b>	
	Organized by the Excel Club MAPOLY Chapter	2009
-	<b><i>Dear to Be Different National Interactive Youth Forum 2009</i></b>	
	Organized by RISE Network	2009
-	<b><i>Project Research on Effect of Stock Control in a Manufacturing Company</i></b>	
	Project work for the fulfillment of National Diploma (ND) in Accounting	2009

**Club & Associations:**


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-	<b>The Great Achievers Club International</b>	
	General Secretary	2008/2009
-	<b>The Great Achievers Club, MAPOLY Chapter, Abeokuta</b>	
	Auditor (Generation Ten)	2008/2009

- **Tourism Comet Club of Nigeria, MAPOLY Chapter, Abeokuta**  
Member 2008/2009
- **National Association of Polytechnic Accountancy Student (NAPAS) MAPOLY**  
Vice President 1 2005/2006
- **The Excel Club, MAPOLY Chapter, Abeokuta**  
Member 2005/2006
- **The Great Achievers Club, MAPOLY Chapter, Abeokuta**  
Student Instructor 2004 - 2006

**Reference:** To be provided on request.

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