AJEIGBE AMINAT ADEOLA

ACCOUNTING & FINANCE PROFESSIONAL

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Open to Remote & International Opportunities

PROFESSIONAL SUMMARY

Accounting and Finance Professional with 4+ years of experience across accounting operations, financial reporting, bookkeeping, account reconciliation and internal audit. Experienced in managing financial records, reviewing transactions, executing reconciliations, supporting month-end close activities and strengthening financial controls. Proficient in Microsoft Excel, Tally ERP/TallyPrime and Sage Accounting, with working knowledge of QuickBooks Online, NetSuite and exposure to SAP S/4HANA Finance, Oracle ERP, Odoo, Zoho Books, Xero,and Bill.com. Strong foundation in IFRS and Generally Accepted Accounting Principles (GAAP), with a PGD in Economics, HND in Accounting and ongoing ICAN Skills Level studies.

CORE ACCOUNTING SKILLS

Bookkeeping • Accounts Payable (AP) • Accounts Receivable (AR) • General Ledger • Financial Analysis & Reporting • Journal Entries • Trial Balance • Month-End Close • Management Accounts • Account & Bank Reconciliation • Internal Audit • Internal Controls • Transaction Review • Financial Documentation • Tax Compliance • Payroll Accounting • Revenue & Expense Recognition • Variance Analysis • Cash flow Management • Budgeting

STANDARDS AND COMPLIANCE

IFRS • Generally Accepted Accounting Principles (GAAP)

ACCOUNTING SOFTWARE & ERP

Microsoft Excel (PivotTables, XLOOKUP /VLOOKUP, SUMIFS, IF formulas, data analysis & financial reporting) • QuickBooks Online • Tally ERP / TallyPrime • Sage Accounting • Odoo Accounting • NetSuite •Zoho Books • Xero • SAP S/4HANA Finance (Foundational) • Oracle ERP (Foundational)

PROFESSIONAL EXPERIENCE

KRISHAT PHARMA INDUSTRY — Accountant Assistant | Jan 2026 – Present

- Manage General Ledger transactions, journal entries, Accounts Payable (AP), Accounts Receivable (AR) and account reconciliations using Tally ERP.
- Execute month-end close activities, including ledger reconciliation, transaction review and resolution of outstanding accounting discrepancies.
- Drive ERP implementation and historical data rectification by validating legacy records, correcting inconsistencies and improving accounting data integrity.

- Process CEPAC payments and manage supporting documentation for accurate transaction recording and timely settlement.

NIGERIAN NAVY MICROFINANCE BANK — Internal Auditor / Accountant | Jul 2025 – Mar 2026

- Conducted internal audit procedures covering General Ledger accounts, financial transactions and supporting schedules to identify errors, irregularities and control deficiencies.
- Executed bank and account reconciliations and evaluated internal controls for compliance with established accounting policies and procedures.
- Prepared audit working papers, documented findings and followed through on corrective actions to strengthen financial controls and reporting accuracy.

CHOWDECK — Key Account Associate | Mar 2024 – Jan 2025

- Managed assigned vendor accounts using Sage, monitoring account activity, payments, outstanding balances and transaction records.
- Reconciled vendor accounts, investigated variances and payment discrepancies, and coordinated timely resolution with relevant teams.
- Owned account documentation and transaction reporting, ensuring accurate records for reconciliation, financial reporting and account management.

YOUNG LEGACY LTD — Account Officer | Oct 2021 – Apr 2023

- Managed accounting records for cash receipts, bank deposits, Accounts Payable (AP), Accounts Receivable (AR), operating expenses and daily financial transactions.
- Executed bank and account reconciliations, investigated variances and resolved discrepancies between the General Ledger and supporting records.
- Prepared financial schedules and management reports supporting cash-flow monitoring, expense control and financial analysis, while assisting with payroll processing.

EDUCATION

Postgraduate Diploma (PGD) in Economics | University of Abuja, Abuja | 2026

Higher National Diploma (HND) in Accounting | Kwara State Polytechnic, Ilorin | 2024

PROFESSIONAL MEMBERSHIP

Institute of Chartered Accountants of Nigeria (ICAN) | Student Member, Skills Level