

AZEEZ SEUN ADEBAJO

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PROFESSIONAL SUMMARY

Results-driven finance professional with 5+ years of progressive experience spanning financial reporting, reconciliations, payroll, and regulatory compliance across the equipment rental, logistics, and security sectors. Part-qualified ICAN member with a proven record of managing multi-million-naira receivables portfolios, and strengthening internal controls and accounting processes. Known for translating complex financial data into clear insights that support management decision-making.

CORE COMPETENCIES

- Financial Reporting & Analysis
- Budgeting, Forecasting & Variance Analysis
- Payroll Management & Statutory/Regulatory Compliance (PAYE, VAT, WHT, Pension, NHF)
- Bank, Ledger & Account Reconciliations
- Receivables & Payables Management, Fixed Asset Register & Depreciation
- Internal Controls, Process Optimization & Audit Support
- Systems: Microsoft Excel, QuickBooks, Zoho Books, Odoo, Sage One, Microsoft Dynamics
- Analytical & Critical Thinking, Stakeholder Communication, Team Collaboration, Time Management

PROFESSIONAL EXPERIENCE

Finance Executive — Rapid Rentals Nigeria Ltd

December 2025 – Present

- Prepare monthly financial and operational reports for management review, supporting data-driven decision-making.
- Prepare quarterly executive summaries highlighting key financial and operational performance.
- Prepare journal entries and maintain accurate, audit-ready accounting records.
- Perform bank, ledger, and account reconciliations to ensure the accuracy and integrity of financial records.
- Support budgeting and forecasting processes, providing analysis to guide resource allocation.
- Prepare monthly, quarterly, and annual management reports and financial presentations for leadership.
- Maintain the fixed asset register and depreciation schedules, ensuring accurate asset valuation.
- Support statutory compliance and financial reporting in line with regulatory requirements.

Account Officer — Skyhigh Express Nigeria Ltd

March 2024 – November 2025

- Managed end-to-end client invoicing, ensuring accuracy and timeliness of billing.
- Oversaw receivables and payables across multiple accounts, keeping collections and payments within standard terms.
- Prepared monthly bank analysis and reconciliations across multiple accounts.
- Prepared monthly and quarterly management accounts to support performance reviews.
- Maintained accurate financial records and supporting schedules for audit and reporting purposes.
- Ensured full compliance with statutory and regulatory requirements governing financial operations.

Accounts Payable Officer — McDon Security Ltd*January 2021 – December 2023*

- Processed monthly payroll for staff and security operatives, ensuring accurate and timely disbursement.
- Maintained the fixed asset register, ensuring proper documentation and asset tracking.
- Managed the receivables collection process, improving cash flow through proactive client follow-up.
- Ensured timely completion of statutory filings and regulatory obligations.
- Assisted in preparing schedules and supporting documentation for annual financial statements.
- Processed vendor and operational payments in compliance with company approval procedures.

Account Officer — Timeless Memories*June 2019 – November 2020*

- Assisted in preparing monthly, quarterly, and annual management accounts, providing insight into business performance.
- Implemented an improved inventory tracking system, enhancing stock accuracy.
- Managed payroll and daily cash operations while maintaining accurate financial records.
- Performed monthly bank reconciliations, promptly identifying and resolving discrepancies.
- Monitored inventory usage and production-related expenses to support cost-control initiatives.
- Maintained financial documentation ensuring compliance with tax and regulatory requirements.
- Managed client invoicing and payment follow-up processes.

Audit Trainee — Tihamiyu Adeshina & Co.*January 2016 – September 2018*

- Assisted in preparing financial statements for clients across the manufacturing, retail, and service sectors.
- Participated in inventory counts and stock verification during quarterly and year-end audits, identifying internal control weaknesses and recommending improvements.
- Performed audit procedures including receivables/payables confirmations, vouching, and documentation review.
- Supported client compliance with statutory obligations (PAYE, VAT, WHT, Income Tax).
- Supported field audit assignments, gathering and analyzing financial information.

EDUCATION

BSc Accounting (In View) — University of Lagos, Distance Learning Institute**Ordinary National Diploma** — Moshood Abiola Polytechnic, 2015**PROFESSIONAL QUALIFICATIONS & CERTIFICATIONS**

- Institute of Chartered Accountants of Nigeria (ICAN) — In View (Part-Qualified)
- Associate of Accounting Technician, West Africa (AATWA) — 2017

INTERESTS

Reading & Personal Development, Sports, Financial Research, Travelling