

DIYAN OLUWASEGUN AYOOLA, ACA, AAT

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PROFESSIONAL SUMMARY

Associate Chartered Accountant (ACA) with progressive experience in financial reporting, taxation, auditing, accounting systems implementation, payroll administration, budgeting, and financial control. Demonstrated success in establishing finance functions, designing accounting processes, implementing financial systems, and delivering corporate training on QuickBooks. Proficient in SAP ERP, Sage 50, QuickBooks, TaxPro Max, Rev 360, and advanced Microsoft Excel.

SKILLS AND CORE COMPETENCIES

Software Skills:

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|--------------|-------------------|------------------------|
| • SAP | • Microsoft Excel | • Microsoft PowerPoint |
| • QuickBooks | • (Advanced) | • Microsoft Outlook |
| • Sage 50 | • Microsoft Word | |

Core Competencies

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|--------------------------|-----------------------------------|
| • Financial Reporting | • General Ledger Management |
| • Payroll Administration | • Financial Statement Preparation |
| • Bank Reconciliation | • Management Reporting |

KEY ACHIEVEMENTS

- Established the finance department from inception by designing accounting processes, financial reporting systems, payroll templates, budgeting tools and internal control procedures.
- Delivered QuickBooks implementation and user training to finance personnel of a five-star hotel, a real estate company and an amusement company, supporting successful adoption of computerized accounting systems.
- Graduated as the best student in both National Diploma (ND) and Higher National Diploma (HND) in Accounting.

WORK EXPERIENCE

Accountant - Adassa Energy Limited

June 2025 – Present

- Established the company's finance function from inception by designing accounting processes, financial reporting templates, and internal control procedures.
- Developed automated Excel-based templates for budgeting, payroll, expense tracking, bank reconciliation, and management reporting, improving the accuracy and efficiency of financial operations.
- Implemented a structured invoicing and receivables process that enhanced revenue tracking and supported timely customer payments.
- Built a reliable bank reconciliation framework that strengthened cash management and facilitated the early identification of payment discrepancies.
- Coordinated the company's tax registration with relevant revenue authorities, enabling seamless statutory compliance and timely remittance of PAYE, VAT, and Withholding Tax.
- Introduced standardized financial reporting practices by preparing weekly management reports, budgets, forecasts, and variance analyses to support strategic decision-making.
- Maintained full compliance with applicable financial regulations and tax laws by ensuring timely filing of statutory tax returns through Rev 360.

Bookkeeping Associate- Beyond Accounting, Canada | Remote

2026

- Post and classify daily financial transactions accurately in QuickBooks Online (QBO) for Canadian clients.
- Perform bank and credit card reconciliations, identifying and resolving discrepancies.
- Maintain accurate general ledger accounts and charts of accounts through proper transaction coding.
- Review financial transactions for accuracy, completeness, duplicate entries, and proper accounting treatment.

- Support month-end bookkeeping and financial reporting processes while maintaining client confidentiality.

Audit Trainee - Olaitan Adisa and Co

Dec 2024 – June 2025

- Prepared comprehensive management reports and final financial statements for clients
- Filed tax returns for clients using TaxPro Max, ensuring accuracy and compliance
- Conducted periodic and final audits to assess financial integrity and identify discrepancies
- Posted and maintained client transactions using Sage One accounting software
- Verified and vouched clients' invoices and receipts to ensure proper documentation and accountability

Clerical Officer - ICAN Ilaro and District (Part Time)

April 2024 – November 2024

- Maintained proper documentation and filing of correspondence for easy retrieval and reference
- Executed ad-hoc administrative and operational tasks to support smooth office activities

Account Officer - Simple Scope Concept (Part Time)

January 2023 - December 2023

- Prepared weekly financial and operational reports and reconciled recorded inflows with bank statements to ensure accurate reporting.
- Reviewed and validated sales documentation for accuracy, completeness, and compliance with company procedures.
- Conducted special audits to assess financial integrity, identify discrepancies, and evaluate internal controls.

Finance Support Officer - African Circle Pollution Management Ltd

April 2022-Dec 2022

- Prepared accurate bank reconciliation statements to ensure proper alignment of records with bank transactions
- Posted and maintained financial transactions using SAP accounting software
- Processed and posted inter-branch payments on behalf of other branches
- Prepared detailed WHT and VAT schedules to support tax compliance
- Generated weekly reports on total pay-outs and outstanding invoices for financial accountant review

PROFESSIONAL QUALIFICATION

Associate Chartered Accountant, ICAN	2025
Associate Accounting Technicians, ICAN	2023

EDUCATIONAL BACKGROUND

Crescent University Abeokuta	2025 - till Date
B.Sc. Accounting (In View)	
The Federal Polytechnic, Ilaro	2022 - 2024
Higher National Diploma in Accounting (Distinction)	
The Federal Polytechnic, Ilaro	2019 - 2021
National Diploma in Accounting (Distinction)	

LEADERSHIP EXPERIENCE

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|--|------|
| • Emperor, Joint Minds Club, Ilaro Chapter | 2024 |
| • General Secretary, TUNICSSC, Ilaro Chapter | 2024 |

LANGUAGES

English and Yoruba

HOBBIES AND INTERESTS

Paying attention to detail, learning new things, and taking on new challenges

REFEREES

Available on request