

OYEDEJI OLUWANIYI JOEL

ACCOUNTANT | FINANCE OFFICER

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PROFESSIONAL PROFILE

Experienced finance and accounting professional with several years of hands-on experience supporting financial reporting, accounting operations, reconciliations, controls and financial administration. Demonstrated ability to improve reporting processes and strengthen financial controls while maintaining accuracy, confidentiality and compliance. Seeking an Accountant or Finance Officer position in Nigeria where strong analytical, reporting and accounting skills can contribute to business performance.

CORE COMPETENCIES

- Financial Accounting & Reporting
- Account Reconciliations
- Financial Controls & Compliance
- Budget Monitoring & Variance Analysis
- Accounts Payable & Receivable
- Cash & Bank Management
- General Ledger & Journal Entries
- Audit Support & Documentation
- Management Reporting
- Excel & Accounting Software
- Data Analysis & Accuracy
- Process Improvement

PROFESSIONAL EXPERIENCE

FINANCE OFFICER | Smollan Retail Solutions Ltd | August 2025 till date .

- Prepare and maintain accurate financial records, schedules and periodic financial reports to support management decision-making.
- Perform bank, cash, supplier, customer and general-ledger reconciliations, investigating discrepancies and ensuring timely resolution.
- Support month-end and year-end closing activities, including journal entries, account analysis and supporting schedules.
- Strengthening financial controls and documentation processes, helping improve the accuracy, completeness and reliability of financial information.
- Review financial transactions and supporting documents for completeness, accuracy and compliance with internal procedures.
- Monitor expenditure and supported budget tracking and variance analysis, highlighting significant movements for management attention.
- Provide audit support by preparing schedules, reconciliations and supporting documentation for internal and external reviews.
- Improve reporting processes by organizing financial data and standardizing reporting schedules, making information easier to review and use.
- Compliance and Statutory payments
- Financial statement audit support.

Accountant | ORB Women's Clinic, Lagos | April 2026 till date

- Accounting supporting services.
- Bank reconciliation
- Preparation of Monthly statement of profit or loss.
- Analysis of the income and expenses on monthly basis for the management decision.
- Statutory compliance and payments
- Staff Payroll management.

Accountant | Safety Plus Engineering services Limited , Lagos | May 2016 – February,2025

- Maintained accounting records and supported day-to-day finance operations, including posting transactions and processing financial documentation.
- Prepared account reconciliations and followed up on outstanding items to maintain accurate balances.
- Supported accounts payable and receivable activities, including invoice review, payment documentation and customer/vendor account monitoring.
- Assisted with financial reports, cash-flow information and management schedules as required.
- Maintained organized accounting files and ensured supporting documents were available for review and audit purposes.
- Prepared Management account.
- Managed payroll.
- Financial statement audit support

ACHIEVEMENTS

- Improved financial reporting processes by organizing reporting schedules and strengthening the quality and consistency of management information.
- Enhanced financial controls through improved documentation, reconciliation and review procedures.
- Reduced the risk of reporting errors by identifying discrepancies and following through corrective actions.
- Maintained statutory compliance.

EDUCATION

HND in Business Administration and Management.

PROFESSIONAL CERTIFICATIONS

- ICAN in View
- Training on Professional Management account preparation
- Training on Financial statement preparation
- Training on Personal and Company income tax
- Training on advance excel for accountants.

TECHNICAL SKILLS

Microsoft Excel, Microsoft Word, PowerPoint, Accounting/ERP Software: [Sage, QuickBooks]

REFERENCES

Available upon request.