

MARY OLUWATIMILEHIN ADEWALE

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PROFILE SUMMARY

Finance and Accounting professional with over 8 years of experience delivering financial management, statutory compliance, budgeting, treasury operations, and business performance reporting across diverse industries. Experienced in leading end-to-end accounting operations, strengthening financial controls, optimizing cash flow, and providing strategic financial insights that support organizational growth and informed decision-making.

Recognized for reducing overdue receivables by 35%, improving financial reporting efficiency by 40%, strengthening audit readiness by 20%, and maintaining 100% statutory compliance across PAYE, VAT, and Withholding Tax obligations. Adept at leveraging ERP systems, financial analysis, and process improvement initiatives to enhance operational efficiency, financial accuracy, and long-term business performance.

COMPETENCIES AND SKILLS

Key Competencies

Financial Management | Financial Reporting | Budgeting & Forecasting | Financial Analysis | General Ledger Management | Accounts Payable & Receivable | Treasury & Cash Flow Management | Statutory Compliance | Tax Administration (VAT, PAYE & WHT) | Internal Controls | Auditing | Cost Control | Inventory Accounting | Business Process Improvement | Payroll

Technical Skills

Microsoft Excel (Advanced) | Microsoft Word | Microsoft PowerPoint | Zoho One ERP | | Data Analysis | Inventory Accounting | Microsoft Outlook | Microsoft Dynamics 365

Soft Skills

Leadership & Team Collaboration | Analytical Thinking | Communication & Interpersonal Skills | Problem Solving | Attention to Details | Time Management | Adaptability | Confidentiality | Critical Thinking

EXPERIENCE

One Data | Lagos, Nigeria

Finance Lead | July 2025 – Present

- Direct financial planning, budgeting, modelling, and treasury operations to support business growth and profitability.
- Produce monthly management accounts, financial forecasts, and variance analyses that improve management decision-making and financial visibility.
- Strengthen cash flow management, improve receivable collections and maintain healthy working capital.
- Established stronger financial controls and reporting procedures, improving audit readiness by 80%.
- Ensured compliance with statutory tax obligations, including PAYE, VAT, and Withholding Tax, reducing regulatory penalties.
- Collaborate with units to identify cost-saving opportunities and improve financial performance by 60%

One Data | Lagos, Nigeria

Accountant | April 2024 – June 2025

- Maintained accurate financial records through timely reconciliations and journal postings.
- Reduced overdue receivables by 25% by implementing structured debt recovery processes and follow-ups.
- Coordinated monthly billing, ensuring 90% timely invoice generation for enterprise and Campus customers.
- Prepared monthly, quarterly, and annual financial reports, improving management reporting efficiency by 40%.
- Remitted PAYE, VAT, and Withholding Tax within statutory deadlines, maintaining proper compliance.
- Improved revenue and expenditure monitoring through enhanced reconciliation and financial control procedures.

Cubana FMCG | Lagos, Nigeria

Finance Officer / Inventory Manager | April 2023 – February 2024

- Improved financial reporting timelines by 50% through timely preparation of monthly and annual financial reports.
- Reduced administrative expenditure by 30% by monitoring operational costs and strengthening expense controls.
- Implemented revenue recognition procedures that enhanced invoice accuracy and ledger reporting using Zoho.

- Managed inventory across multiple warehouse locations, improving monitoring and delivery efficiency by 60%.
- Reviewed VAT and PAYE computations, ensuring timely statutory remittances and reducing tax penalties.
- Analyzed accounts payable, accounts receivable, inventory reconciliations, and general ledger updates to support accurate financial reporting.

Trident Oil & Gas Limited | Lagos, Nigeria

Accounting Officer | January 2020 – March 2023

- Administered daily accounting activities including journal postings, reconciliations, accounts payable, and receivable management, improving reporting accuracy by 20%.
- Prepared statutory tax computations and remittances, reducing accumulated tax penalties by 50%.
- Introduced cost monitoring initiatives that contributed to a 70% increase in operational profitability.
- Processed monthly payroll, statutory deductions, and employee benefits, ensuring salary payments were completed within 24 hours of management approval.
- Prepared financial reports and reconciliations to support management planning and business decision-making.
- Strengthened internal financial controls that improved accountability and reduced reporting discrepancies.

Schemelink Properties Limited | Lagos, Nigeria

Accounts Officer | February 2019 – December 2019

- Verified supplier invoices and payment documentation, reducing payment processing errors to below 2%.
- Reconciled debtor and creditor accounts, improving cash recovery and reducing outstanding collections by 50%.
- Reviewed employee reimbursement requests, reducing non-budgeted expenses by 90%.
- Supported digital marketing initiatives that increased customer engagement by 50%.
- Processed financial records, invoices, and monitored customer account activities to improve operational efficiency.

Choice Optical & Surgical Services Limited | Lagos, Nigeria

Finance/Administrative Officer | January 2018 – December 2018

- Improved patient retention by 20% through effective customer relationship management and timely issue resolution.
- Coordinated appointments, HMO enquiries, and administrative documentation to improve service delivery.
- Managed clinic inventory and procurement processes, maintaining optimum stock levels and minimizing shortages.
- Resolved patient enquiries promptly, reducing complaint escalations by 50%.
- Supported administrative reporting and records management while maintaining confidentiality and data accuracy.

Goldstead Resources Company | Lagos, Nigeria

Finance Officer | January 2015 – February 2017

- Negotiated with suppliers and service providers, reducing procurement costs by 20%.
- Resolved customer account enquiries, reducing financial queries by 50% through improved support processes.
- Coordinated finance training initiatives that improved departmental efficiency by 10%.
- Monitored invoices, purchase orders, and customer payments, improving financial reporting accuracy to over 60%.
- Assisted with budgeting, financial documentation, and expense monitoring to support business operations.

EDUCATION

- ✓ Bachelor of Science (B.Sc.) Accounting | National Open University of Nigeria (NOUN) | 2016 – 2021
- ✓ OND Business Administration | Lagos City Polytechnic | 2010 - 2013

PROFESSIONAL QUALIFICATIONS

- ✓ Institute of Chartered Accountants of Nigeria (ICAN) Professional Qualification (In View)
- ✓ Icon Computer Training Centre| Diploma in Computer Training | 2010 – 2011

REFERENCES:

Available upon request