

PROFESSIONAL SUMMARY

A value-driven Account Officer with broad-based background and sound knowledge of accounting and finance principles. A recent graduate with stellar communication and organizational skills, aimed at achieving excellent results in account management, auditing, and financial analysis. Vast in deploying good strategic thinking and analytical skills to achieve business objectives, with a clear understanding of profit maximization, growth, budgeting, and cost implications. Fully equipped to leverage skills and knowledge to add value and contribute to the achievements of organizational goals.

CORE COMPETENCIES

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|--------------------------|-----------------------|--------------------------|--------------------|
| • Account Management | • Financial Analysis | • Payroll Administration | • Customer Service |
| • Account Reconciliation | • Cashflow Projection | • Administrative Support | • Client Relations |
| • Financial Management | • Financial Reporting | • Bank Reconciliation | • Record Keeping |
| • Cost Accounting | • Budget Management | • Asset Management | • Data Entry |

SKILLS HIGHLIGHT

- **Interpersonal Skills:** Communication, Leadership, Organization, People Management, Problem Solving, Numeracy, Teamwork, Time Management, Adaptability, Attention to Details, Discipline, Critical Thinking, Strategic Planning.
- **Software Skills:** Microsoft Office Packages (Word, Excel, PowerPoint).
- **Language:** English (Fluent), Yoruba (Fluent).

EXPERIENCE

Greater Washington Limited

March 2026 till date

Assistant Head of Internal Audit

- Assisted in developing and executing risk-based internal audit plans.
- Led audits across finance, procurement, warehouse, inventory, fleet, and logistics operations.
- Evaluated internal controls and recommended improvements to strengthen governance and mitigate risks.
- Supervised audit teams, reviewed working papers, and ensured compliance with audit standards.
- Investigated fraud, policy violations, and operational irregularities, recommending corrective actions.
- Prepared audit reports and presented findings and recommendations to senior management.
- Monitored implementation of audit recommendations and tracked corrective actions.
- Ensured compliance with company policies, statutory regulations, and industry standards.
- Reviewed financial processes, including revenue, expenses, payroll, and asset management.
- Collaborated with management to improve operational efficiency, strengthen controls, and support external audits.

Ayo Falaiye +Co. Chartered Accountants.

Jan 2025- Feb 2026

Audit semi-senior

- Assist Audit Seniors and Managers in planning and organizing audit engagements.
- Gain a sound understanding of clients' business models, industries, and internal control frameworks.
- Perform risk assessment procedures to identify key audit risks and areas of focus.
- Execute detailed audit procedures and programs for assigned sections, ensuring compliance with audit standards and timelines.
- Document audit findings clearly and accurately for review.
- Collaborate with team members to ensure efficient audit completion.

Part-Time Lecturing

2022-2024.*The Federal Polytechnic, Ilaro, Ogun state, Nigeria.*

- Assisting in lecturing as directed by my Head of Department.
- Facilitate tutorials for students for a better understanding of courses they have challenges with.
- Assisting in marking laboratory work and manuals as assigned.

Administrative Officer

2021-2022*The Federal Polytechnic, Ilaro, Ogun state, Nigeria.**Served as an administrative officer as part of the compulsory one-year Nigeria National Youth Service Program.*

NYSC COMPLETED

- I worked as an administrative officer in the Department of Accountancy, where I assisted the Head of Department and Senior Lecturers in the development of operating procedures; confers with them on matters affecting students, policy, and other administrative problems.
- Managed office supplies and stocks.
- Assisted in the coordination, supervision, and completion of special projects, as appropriate.
- Provided assistance and support to the office principal in the handling of correspondence, and dispatching of documents and memos.
- Performed miscellaneous job-related duties as assigned.
- Facilitated tutorials for students in preparation for their exams
- Assisted in lecturing with adequate supervision.

Financial Accounting Tutor

2017–2018

Blessing Comprehensive College, Ore, Ondo State, Nigeria.

- Initiated, facilitated, and moderated classroom discussions which provided quality education to the students.
- Taught students and inculcated practices for the achievement of excellence by encouraging interactive learning.
- Assessed students through observation, questioning, and testing, and provided constructive feedback.
- Developed lessons, activities, and materials that aid in delivering clear and informative teaching sessions.
- Supported the school management with student mentorship, coaching, training, and administration.
- Administered tests and examinations which provided useful metrics of the student understands of course materials.

Financial Accounting Tutor

2016–2017

Uncle Peter's College, Ore, Ondo State, Nigeria.

- Provided academic support and evaluated students' progress that guided success-oriented decisions.
- Organized classes for learners and also mentored students for pronounced academic excellence.
- Taught students using well-structured lesson plans, as well as, educational materials and resources.
- Evaluated students' performance with the use of surveys and introduced strategies for improvement.
- Evaluated and documented students' progress to track performance and provide information on students' development.
- Collaborated with other colleagues to plan and coordinate extra-curricular activities.

EDUCATION

- **ICAN Professional student (REG NUM: 261233)** 2022 till date
- **Higher National Diploma (HND) in Accountancy** 2019–2021
Osun State College of Technology, Esa-Oke, Osun State, Nigeria.
Award: Best Student in the Department
- **National Diploma (ND) in Accountancy** 2014–2016
Osun State College of Technology, Esa-Oke, Osun State, Nigeria.

Publications

- **ICAN student (REG NUM: 261233)** 2022 till date

Other Activities

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References

Available on Request