

ADEOLA OLUSEGUN CHARLES

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Accounting service | Auditing assignment | Accounting software training.

Executive Summary

Versatile and results-driven finance professional with a proven track record in accounting, auditing, and financial management. Skilled at optimizing financial processes, implementing robust internal controls, and driving strategic decision-making through data-driven insights. Proficient in financial reporting, bank reconciliation, payroll administration, and compliance, with hands-on expertise in accounting software such as Busywin, Peachtree, and QuickBooks. Proficient at leading finance teams, streamlining operations, and ensuring financial integrity. Currently pursuing an M.Sc. in Financial Technology, blending traditional accounting expertise with cutting-edge fintech innovations. A proactive problem-solver with strong communication and leadership skills, committed to delivering value and driving business growth.

SKILLS

- Leadership and management
- Strong Communication
- Good interpersonal skills
- Ethical and compliance awareness
- Broad system knowledge

COMPUTER KNOWLEDGE

Busywin Accounting, Peachtree, Quick book, Microsoft office

ACADEMIC CERTIFICATION

TEESSIDE UNIVERSITY.

Masters in financial technology with advance practice

M.sc Fintech (in progress)

INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)

Student membership

UNIVERSITY OF LAGOS.

Bachelor of Science

Accounting

UNIVERSITY OF BENIN

National diploma

Accounting

CAREER EXPERIENCES

Baxter Personnel Ltd

Warehouse Operative

November 2023 till date

- Carefully pack products into appropriate containers or packaging, ensuring that items are protected during transit.
- Use handheld scanners or manual pick lists to track order items.
- Ensure the correct quantities and types of products are picked according to order specifications.
- Pack selected items securely and efficiently into boxes or other packaging materials.
- Ensure that all products are packed in a manner that prevents damage during transit.
- Label and seal packages correctly, ensuring that shipping details are accurate and legible.
- Comply with company policies and procedures, including hygiene standards when handling pet food products.
- Ensure that all orders are fulfilled accurately and promptly to maintain high levels of customer satisfaction.

Spectrum Innovation Technologies Limited

Head of Account Department

August 2019 – October 2023

Job Responsibilities

- Prepare bank reconciliation statement monthly in readiness for audit Verification.
- Oversee the operations of the finance department, including monitoring task assigned to team members to achieving the department's goals and objectives.
- Prepare branches and consolidated income statement for performance evaluation.
- Prepare report on receivables and monitoring ageing payments due for collection.
- Generate financial report with ratio analysis for management decision making.
- Remittance of statutory payments to their respective government accounts and source document kept for future reference.
- Communicate with various financial institutions regarding payment request processes and the requirements for payment.
- Salary administration and payroll management
- Give clear report on inventories received by air and sea, stating goods in transit if any to the management to avoid over-stocking and ageing inventories.
- Reconciliation of vendors accounts both foreign and local suppliers.
- Check for approved payable ledger for due payments to be made.

Spectrum Innovation Technologies Limited

Internal Control Officer

February 2018 – August 2019

Job Responsibilities

- Conduct periodic stock count and vetting source documents like purchases invoice, sales invoices, return inward and outward invoices for swift resolution where there are area discrepancies and to avoid pilferage.

- Vetting of payment/receipt voucher used by the cashier to guard against fraud or misappropriation of company funds.
- Monitoring compliance level of staff in various departments in line with company's policy.
- Vetting the reconciliation statement prepared by the account department for authenticity of entries.
- Offering advisory to the management on staff enhancement for improve productivity and other loopholes to work on for growth and sustainability.

Golden Rule Communications Limited

Head, Account Department

January 2015 – January 2018

Job Responsibilities

- Provide financial support to the organization, which includes taking charge of general ledger entries, including reconciliation.
- Oversee the operations of the finance department, including monitoring task assigned to team members to achieving the department's goals and objectives.
- Prepare income statements for performance evaluation.
- Tracks and resolves banking issues, including fee anomalies and checks for differences.
- Liaise with the vendors and reconcile all purchases and payments done on monthly basis.
- Monitor payable ledgers weekly for payment to vendors as agreed in the terms of the contract.

Golden Rule Communications Limited

Account officer

November 2008- December 2014

Job Responsibilities

- Supporting the senior/managing accountant on financial matters and projects
- Performing reconciliations of accounts
- Processing payments and invoices accurately and within expected time periods
- Verifying ledgers entries, and making corrections where appropriate
- Oversee Accounts Payable and Accounts Receivable and ensure recovery plan is followed.
- Preparing tax returns and ensuring that taxes are paid timely to avoid penalty.
- Coaching less experienced team members/ colleagues

REFERENCES:

Upon Request