ADEBAYO JOSEPH ADEDAYO

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PROFESSIONAL PROFILE

A highly motivated and detail-oriented Finance graduate with a Bachelor's degree in Finance and hands-on experience gained as a Finance Intern. Possesses foundational knowledge of financial analysis, accounting principles, financial reporting, budgeting, and data interpretation. Skilled in analysing financial information, maintaining accurate records, and supporting day-to-day financial operations. Demonstrates strong numerical, analytical, problem-solving, communication, and organisational skills, with a keen interest in developing expertise in financial management and contributing to business growth. Eager to build a career in a dynamic and professional finance environment while continuously developing technical and industry knowledge.

EDUCATION

Bachelor of Science in Banking and Finance (B.Sc.) – Second Class Lower Division — October 2024
Lagos State University, Nigeria

National Youth Service Corps (NYSC) — October 2026

RELEVANT COURSE WORK

FINANCIAL ACCOUNTING, CORPORATE FINANCE, BANKING OPERATIONS, FINANCIAL MANAGEMENT, INVESTMENT ANALYSIS, MONEY AND BANKING, RISK MANAGEMENT, FINANCIAL MARKETS AND INSTITUTIONS.

CERTIFICATION

Microsoft for Finance, Microsoft

Data Analysis, One234 Tech Consulting Limited

SOFT SKILLS

Effective Communication | Time Management | Adaptability | Creativity | Problem-Solving | Attention to Detail | Organization | Critical Thinking | Analytical | Teamwork | Learning Agility.

TECHNICAL SKILLS

Tools: Microsoft Office Suite (Word, Excel, PowerPoint)

Competencies: Financial Analysis & Basic Financial Reporting, Accounting Principles & Bookkeeping, Data Collection, Entry & Analysis, Financial Record –Keeping & Documentation, Budgeting & Expense Tracking, Bank Reconciliation & Account Management, Microsoft Excel & Microsoft Office Suite, Basic Financial Modelling, Market & Financial Research , Invoice & Payment Processing, Administrative & Operational Support, Reporting & Presentation, Financial Data Management , Basic Knowledge of Financial Regulations &Compliance.

WORK EXPERIENCE

Finance Intern| One234 Tech Consulting Ltd, Palmgroove Jan 2025- Sept 2025

- Assisted with financial record-keeping, data entry and transaction documentation.
- Supported invoice preparation, payment tracking, and expense monitoring.
- Assisted with bank reconciliation and identifying transaction discrepancies.
- Maintained accurate records of student, client and vendor payments.
- Prepared basic financial reports and summaries for management review,
- Used Microsoft Excel to organize, analyse, and manage financial data.
- Supported the financial and administration teams with daily financial operations
- Conducted basic financial research and assisted with budgeting activities.

ADDITIONAL INFORMATION:

Date of Birth: 29th January 2002

Gender: Male