OREBELA OLUWATOSIN ADEMOLA
Telephone: +234(0)7030884758 Email: Oluwatosin.orebela@gmail.com

Conscientious and results-driven Audit and Finance Professional with over 6years of cumulative experience across the Information Distribution of the company goods and Managing and maintain of the goods within the store, Skilled in financial reporting, cash flow management, tax compliance, internal control, and risk management.

Proficient in accounting and ERP software, including Sage 50 Software, Peachtree, Advanced Excel, Bank One, and Sagamy. Demonstrated ability to manage accounts receivable/payable, bank reconciliation and audit coordination.

Known for maintaining accuracy, transparency, and compliance in all financial and audit processes, improving operational efficiency, and supporting sound strategic decision-making.

WORK EXPERIENCE

JUSTRITE TRADING INTERNATIONAL NIG LTD **September 2024 - Present**

Managing and maintaining the inventory of goods within the store, ensuring accurate records and optimal stock levels. This involves receiving goods, auditing inventory and implementing procedures to prevent stock out and over stocking

Auditor

- Inventory management received goods from suppliers, verify quantities and ensure they match with accompanying documentation also conducting of stock audits to reconcile physical stock on weekly basis.
- Collaborating with various teams, including sales, purchasing and warehouse personnel to ensure smooth inventory management is conducted effectively.
- Responsible for sale floor and backroom cycle counting.
- Assisted in preparing accurate financial statements, management reports for internal and external stakeholders.
- Supported month-end and year-end financial close processes, ensuring completeness and accuracy of reports.
- Carried out bank reconciliations and monitored cash flow to improve financial visibility and control.
- Assisted in the fiscal year-end account closing for various clients using sage 50.
- Prepared monthly KPI reports for the Audit Department with PowerPoint, enhancing performance tracking and management reporting.

SEAWAM NIGERIA FOOD AND BEVERAGES SERVICES **July 2023 – My 2024**

A distribution company that specializes in the supply and delivery of a wide range of foods, beverages , supermarkets, and vending outlets.

RECEIVABLES ACCOUNTANT

- Managing and maintaining accurate records of accounts receivable, invoices, and payments
- Verifying and reconciling invoices and payments
- Processing and applying payments to customer accounts
- Sending invoices and statements to customers
- Following up on overdue accounts and collections
- Maintaining relationships with customers and resolving payment disputes
- Preparing age analysis reports and performing account reconciliations
- Ensuring compliance with accounting standards and internal controls
- Ensuring compliance with accounting statements and management reporting.

KAYLOG BUSINESS SUPPORT LIMITED **April 2022 – June 2023**

A licensed microfinance bank which specializes in empowering individuals and small business through tailored financial services, digital tools and advisory support to build wealth, promote savings and foster entrepreneurship.

Auditor

- Cross checking and approval of loan application on system.
- Oversee daily disbursement
- Crossing checking of bank cash deposit of credit officer on daily basis.

- Attend to all correspondence from head office
- Oversee and supervise all activities in branch/branches
- Approved head credit support officer (HCSO) transaction only

ADEBISI HOSPITAL AGRIC, IKORODU LAGOS STATE **January 2017 – August 2019**

Receivable officer at Adebisi Hospital which deal with collection of payment from the client and handling all billing duties and tax filling on monthly basis.

Account officers

- Salary disbursement
- Collection accounting for the service performed on a patient
- Maintaining all staff and patient files
- Handling all billing duties
- Preparing tax return and ensuring taxes are paid properly and on time

EDUCATION

Moshood Abiola Polytechnic, Abeokuta 2016
H.N.D Accounting **- (Upper Credit – 3.03/4.00)**

Moshood Abiola Polytechnic, Abeokuta 2011
N.D Accounting **- (Upper Credit -3.37/4.00)**

Epe Senior Grammar school, Lagos State 2008
(Senior Secondary School Certificate)

Government Junior College Epe ketu, Lagos state 2006
(Junior Secondary School Certificate)

Phonography international school, ijegun Lagos State. 2002
(Primary School Certificate)

CERTIFICATION

Institute of Chartered Accountant of Nigeria 2025 - Present
Skills Level

OTHER INFORMATION

- Passionate about Auditing, Tax compliance, financial analysis, and Account management.
- Coordinating social events and office related engagements.
- Eager to keep up with the latest accounting, financial models, and software.
- Extra-Curricular activities include watching documentaries, traveling and watching movies.