

# ADETUNJI ISAAC AYODEJI

## INTERNAL AUDIT, INTERNAL CONTROL AND RISK MANAGER



### CONTACT

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### PROFESSIONAL QUALIFICATIONS & CERTIFICATIONS

- Associate Chartered Accountant (ACA)

Institute of Chartered Accountants of Nigeria (ICAN)  
2020

- Member, Nigeria Institute of Management (MNIM)  
Nigerian Institute of Management (NIM)

2010

- Lead Auditor  
ISO/IEC 27001:2022 (ISMS)

Mastermind Assurance  
2025

- Lead Auditor  
ISO/IEC 42001:2023 (AIMS)

Mastermind Assurance  
2025

- Lead Auditor  
ISO/IEC 22301:2019 (BCMS)

Training Heights Ltd

### SUMMARY

A seasoned auditing professional with the understanding of the internal workings of the organization and provides valuable solution to meeting organizational goals and promoting optimum company practices. Knowledgeable about risk management strategies, cost reduction options and financial processes. A persuasive communicator with proven strategic planning, leadership and problem-solving abilities.

### PROFESSIONAL EXPERIENCE

Nov-2024 to Date

Head, Internal Audit and Risk Management

Vatebra Ltd

- Lead planned audits into the company, including organizing teams, inspecting accounts, checking compliance with applicable laws, detecting ineffective or inefficient practices and verifying financial records
- Decide whether the company's financial actions and policies reflect its intentions, and make judgment calls to improve the company's trajectory.
- Comply with federal, state, and local security legal requirements by studying existing and new security legislation; enforcing adherence to requirements; advising management on needed actions

Jan-2025 to Date

.Integrated Management System (IMS) Manager

Vatebra Ltd

- Reporting to the steering Committee on all security, service delivery and business continuity related matters.
- Maintain IMS Documents
- Implement the requirement of the IMS Policy
- Establish and maintain a continual improvement action list

Jan-2025 to Date

Data Protection Officer (DPO)

Vatebra Ltd

- Ensure compliance with NDPR, CBN guidelines and other applicable data protection laws.
- Develop and implement data protection policies, procedures and guidelines.
- Regularly report to Management and Board of Directors on data protection risks, compliance status and any other incidence

## **EDUCATIONAL QUALIFICATIONS**

Post Graduate Diploma in  
Financial Management  
National Open University  
of Nigeria (2015)

Higher National Diploma in  
Accounting  
Federal Polytechnics,  
Kaura Namoda, Zamfara  
State 2009

National Diploma in  
Accounting  
Federal Polytechnics,  
Kaura Namoda, Zamfara  
State 2006

## **ACHIEVEMENTS**

**Meritorious Service Award**  
Nigerian Law Publications Ltd  
2024

## **PROFESSIONAL EXPERIENCE**

**Jan-2020 to Nov-2024**

**Head, Internal Audit and Control**  
**Nigerian Law Publications Ltd**

- Prepare reports to BOD to highlight the issues and recommend improvement for the organization.
- Assess and ensure the organization is complying to rules and regulations.
- Assess, research and collaborate with administrators on a robust well risk management processes.
- Audit key business operations report findings as appropriate.
- Make recommendations for internal improvements and secure backing for them in meetings.
- Travel to different locations and evaluate operations
- Perform risk assessment on key business activities and processes.
- Routine auditing of processes, operations and departments.

**May-2019 to Jan-2020**

**Dana Motors Limited, Lagos**  
**Internal Audit Officer**

- Responsible for preparation of audit report after the completion of tasks assigned by Head of Department.
- Making recommendation on the systems and procedure being reviewed and report on the findings as generated.
- Physical Verification and periodic review of customers job card and documents.
- Ensure Compliance/adherence to Standard Operating Procedure (SOP).
- Carry out the audit of Admin Dept (Diesel, Petrol procurement and consumption, stationary,Pantry items etc) HR leave record, Attendance and payroll, Parts auditing, Accounting Vouchers etc.
- Engage in Monthly stocktaking and analysis for all locations.
- Periodic review of stock-take of vehicles and reporting to Management.
- Location visits for investigation and audit check on all transactions within the scope of DML
- Carrying out any other assigned duties

## **FUNCTIONAL&**

### **TECHNICAL SKILLS**

- Audit, Investigation and Assurance Services.
- Risk Management
- Financial Expertise
- Financial Performance Reporting
- Financial Forecasting
- Financial Planning
- Information Security
- Business Acumen
- Sound in computerized accounting and use of accounting packages e.g IIPL, Tally ERP, Coherent, SEA, etc.

### **BEHAVIOURAL SKILLS**

- Integrity
- Problem Solving
- Strong Analytical Skill
- Responsibility & Accountability
- Professionalism
- Courage
- Boldness
- Critical thinker
- Passion
- Results Orientation
- Excellence

## **PROFESSIONAL EXPERIENCE**

**Jan-2017 to April-2019**

**Internal Auditor**

**Dana Steel Ltd, Katsina**

- Raise observation, follow up and ensure a reasonable conclusion.
- Ensuring compliance to Management Policies and Practices (SOPs).
- Review of the effectiveness, efficiency and economy of all operations.
- Routing Audit: stock, sales, Purchases, cash, bank, debtor and other accounts.
- Vetting of suppliers and customers invoices.
- Review of purchases on Scraps, LPFO, AGO, Spares and consumables.
- Review of petty cash disbursement, IOU and physical Cash Count.
- Analysis of Power Consumption, Fuel Consumption and other Operating Conditions.
- Vetting of monthly payroll and HR Audit.
- Periodic Stock take of FG, Billets, LPFO, and AGO.
- Bank reconciliation,
- Carrying out any other assigned duties.

**Feb-2012 to Jan-2017**

**Debt Recovery/Subject Teacher**

**Saldefi International Schools, Katsina**

- Review and follow up on school fees defaulters
- Preparing report and recommendations on how to improve school fees collections.
- Served at various capacities as a Subject Teacher: Financial Accounting, Economics, Commerce and Marketing.
- Responsible for the preparation of students report card.
- Served as a House Master