

Alabi

[Alabi.137733@2freemail.com](mailto:Alabi.137733@2freemail.com)

**SUMMARY of CAPABILITIES:**

* *Over 15 years experience in the Hotel industry Food and Beverages*
* *Proficient in Microsoft Word, Excel and Power point.*
* *Proficient in SAGE PASTEL EVOLUTION, PEACHTREE and TALLY Accounting System.*
* *Team player with inherent multi-tasking capabilities and able to work under pressure efficiently*

**PROFESSIONAL EXPERIENCE:**

**November 2014 – January 2015 Financial Controller (On Contract)**

**Swiss Spirit Hotel Mardezok, Asaba Delta State Nigeria**

***Duties and Responsibilities:***

* *Managing the Financial activities of the Hotel*
* *Financial Analysis and Reporting*
* *Preparation of Budget and monitoring*
* *Monitoring the general Control Mechanisms*
* *Dealing with Government functionaries*
* *General Supervision of various sections of Accounts Department*

December 2011 – January 2014: ***Admin/Accountant***  
 **Ahmed Plastic Manufacturing –** Ajman, UAE

***In Scheduling; Duties and Responsibilities:***

* *See to the Recruitments of capable hands for the Company*
* *Follow up on Labour Medicals, Insurance and other Government Regulations*
* *Maintain the individual staff files*
* *Coordinate the Administrative Department and immigrations*
* *Perform other related duties as required*

***As Accountant; Duties and Responsibilities:***

* *Receive and process all invoices, expense forms and requests for payment.*
* *Preparation of Budget and Budgetary Controls*
* *Prepare and process accounts payable cheques and wire transfer*
* *Monitor vendors account to ensure payments are up to date*
* *Handles daily Cash collection, Cheques for deposits and Gift Vouchers*
* *Posting of bank receipts, application of payments & update debtor sales*
* *Reconcile & update cash collection*
* *Prepares monthly Bank Reconciliation report*
* *Prepare month end closing*
* *Vets daily expenses and prepare cash flow statement.*
* *Prepare and Distribute Cash/Cheque Salary in different department.*
* *General Accounts Control*
* *Perform other related task as required*

June 2008 – October 2011: ***Group Accountant***

**Eko Tourist Beach Resort** – Lagos Nigeria

***Duties and Responsibilities:***

* *Coordinating the activities of Accountants*
* *Financial Analysis and Reporting*
* *Preparation of Group Accounts*
* *Various Ledger Reconciliations*
* *Dealing the various Government Functionaries and Tax authorities*
* *Maintain adequate Records of Accounts Payables and Receivables*
* *Preparation of Budget and Monitoring*
* *Preparation of Controls Mechanism and implementations*
* *Assist in the supervising and running of the Hotels and Restaurants*

April 2004 – January 2007*:* ***Accountant***

Women Development Centre (**Blossom Hotels) –** Lagos Nigeria

***Duties and Responsibilities:***

* *General Ledger keeping.*
* *Financial Analysis and Reporting*
* *Coordination of the Accounts Department.*
* *Coordination with the various taxes and levies department*
* *Payroll Administration*
* *Formulating policies and Budget preparation.*
* *Various accounts reconciliations.*
* *Assist in Running the Hotel*

April 1994 – July 2003***: Housekeeper/Ledger Keeper***

***Nigeria Hotels Ltd (Ikoyi Hotel) – Lagos Nigeria***

***In the Housekeeping;Duties and Responsibilities:***

***•*** *Supervising the House Cleaners*

***•*** *Special Housekeeping Instrument operation*

***•*** *Deputising for Bedroom stewards*

***In the Accounts; Duties and Responsibilities:***

***•*** *General Ledger Keeping*

***•*** *Creditors Ledger Control*

***•*** *Debtors Ledger Control*

***•*** *Month Bank Reconciliation of various Banks*

***•*** *Payroll Administration*

***•*** *Main Account Sales Control*

***• Stores Control***

**EDUCATION:**

**Degree in Accounting**

Yaba College of Technology – Yaba Lagos Nigeria

(SY.1996 – 2002)

**Associate of Accounting Technician (AAT)**

(Under the Institute of Chartered Accountants of Nigeria)

(SY. 1991 – 1993)

**Senior School Certificate**

West African Examination Council

(SY. 1983 – 1988)

**Association of Certified Chartered Accountants**

Student Member till date

**PERSONAL INFORMATION:**

Civil Status : *Married*

Nationality : *Nigerian*

Birth date : *June 6, 1971*

Visa Status *: Visit visa till 15th October 2015*