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## CAREER OBJECTIVE

To continue to work in a dynamic organization where excellence is key factor with viable business ideas. An organization that enable him to work in an environment where people and team spirit are central value and also an opportunity to choose between many different jobs within the company where people have a strong desire to learn.

**Institution Attended:** - Obafemi Awolowo University, Ile-Ife MBA 2012- in view

- Madonna University, Okija, Anambra State. 2002-2006

B.Sc. Accounting Second Class Honors (Upper Division).

- Mason College, Festac Town-Lagos 1996-2002

Senior Secondary School Examination.

- Ideal Day Nursery/Primary School, Amuwo, Lagos 1990-1996 Primary School Leaving Certificate

**Professional Qualification**: Student member of Institute of Chartered Accountants of Nigeria (ICAN)

Professional Examination (PE1) in View.

**Info-Technology Competence:** Proficient in the use of application softwares such as - JDEdward (Oracle) - Peachtree Accounting - All Microsoft Office suites

**Administrative competence:** - Ability to work under pressure and achieve set targets.

- High level of integrity and honesty.

- Ability to adapt to organizational culture

- Good interpersonal skills

**Work Experience:**

**Sirius Energy Resources Ltd**

**Import Officer October 2011 till Date**  
   
 - Preparation of profit and loss statement for the importation of various petroleum products.  
 - Preparation of cost statement of short-listed offers, depicting the budgeted cost of the cargo from load port to delivery.   
 - Advise Management on demurrage due, Logistic cost and port charges on imported cargoes for payment.

- Liaising with banks to obtain Letters of Credit and bank guarantees relating to the purchase of petroleum products.  
 - Ensure accurate Cash book and Petty Cash reconciliation.

- Ensure all loans are reconciled to the bank statements and reconciliation checked and signed off.

- Preparation of payee and pension schedule and remittance to statutory organization.

**Conoil Plc.**

**Payable Officer July 2011-September 2011**

* Processing of all staff payment vouchers, contractors/vendors/suppliers bills for payment.
* Ensure correct coding of all payment vouchers/bills in order for transactions to be posted into the right account in the General Ledger.

- Ensure complete approval/authorization are obtained before processing bills for payment  
 - Preparing of operational expense (OPEX) accruals schedule and Trend Analysis.

- Ensure prompt processing and posting of bills on JDE Accounting Software  
 - Carry out weekly/Monthly review of operational expense OPEX & capital expenditure

(CAPEX) Transactions in the AP ledger to ensure proper classification into the

appropriates cost centers and accounts.

- Reconcile suppliers' statement of accounts with the company's record  
 - Ensure Correction/adjustment of all wrong entries and Resolve All payments queries   
 - Raising journals to correct errors and omission

- Assist in the Preparation of Company Trial Balance

**Treasury Officer** **November 2008 – June 2011**

* Prepares cash positions on a daily basis on all the bank accounts
* Reconciliation of 24 Major Bank Accounts monthly
* Analyze bank fees as related to cash and investments and make necessary recommendations to control costs
* Reviews monthly cash flow forecast and allocate cash to be transferred to various business units at the beginning of each month to cover operational needs
* Supports the Treasury Manager to administrate inter-company loans and related transactions
* Responsible for direct bank relationship management.

**Way To Success International College March 2007-Feb. 2008**

**Ijebu-Ode, Ogun State (NYSC)**

**Job Description**

* Taught English and Computer Science in Junior Secondary classes and also prepared them for their terminal examinations.
* Personal assistant to the proprietor of the school.

**Gender:** Male

**Date of Birth:** 19/04/1984

**Marital Status:** Single

**State of Origin:** Akwa-Ibom State