**Eniola Abiade**

**CAREER SUMMARY**

A qualified and accomplished Corporate Finance Accountant with proven track record offering 10 years of experience providing robust Financial Governance, Advice, Maintaining Financial Records and preparation of accounts with Global mindset for world's leading Oil & Gas companies in Rig systems, Wellbore technologies, Completions and Production Services. Excellent skills in SAP front end and SAP configurations, Infinium, Platinum, SAGE, US GAAP, IFRS and Sarbanes-Oxley Act (SOX).

**CORE COMPETENCES**

* Financial Reporting Management Accounting Internal Audits
* Taxation Joint Venture Project Management

**WORK EXPERIENCE**

**2013 – June 2016 National Oilwell Varco (NOV), Abu Dhabi, UAE**

Multinational Engineering Company providing Oilfield Products, Systems and Services to Oil & Gas industry world-wide through the application of knowledge and technologies span from reservoir to production and through the life of a field.

**Accountant**

* Responsible for different product services management accounts.
* Supported the delivery of statutory accounting and other external reporting requirements for several companies in accordance with National Oilwell Varco established best practices using US GAAP, UK GAAP and IFRS.
* Prepared monthly management accounting report/support to country managers and profit center.
* Ensure accuracy, completeness and compliance with corporate requirements.
* Review purchasing, petty cash and personal claims.
* Analyze, reconcile, balance and maintain accounting records.
* Produced and maintained annual business plan and quarterly forecast through liaison with Country Managers and Profit Centre Managers using AX & DACESSY for all product lines. Reviewed results against the plan, budget and forecast, prepare commentary and variance analysis.
* Process complex invoices for payment.
* Maintain updated vendor files and file numbers.
* Maintain the general ledger.
* Reviewed Bill and Hold Transactions for revenue recognition and obtain appropriate approval in accordance with National Oilwell Varco best practices policy. Proactively identify issues that may have an impact on the financial results.
* Prepared monthly income tax including local and expatriates. Liaise with Ernest Young incorporations (EY) to file corporate tax return and payment, file VAT return on monthly basis and agreed PAYE with Government agencies.
* Prepared spreadsheet models when required to perform impairment review on account receivables and post reserves as required.
* Produced reconciliations and schedules to support Balance sheet in line with SOX Act.
* Ensured procedures, processes, and financial controls are applied and adhered to. Maintained journal integrity, reviewed necessary adjustment, accruals and deferred income.
* Reviewed Master Service Agreement (MSA) NOV and other multinational company, worked out modalities on letter of credit for AR, advice on revenue recognition for deferred income through monitoring of level of inventory, monitor of AR with different clients, and other ancillary duties regarding the Joint Venture.
* Co-ordinate external audits by providing accurate information for consolidation, answering auditor's queries, review of statutory account & Participate in internal audits (Group).
* Audit and book purchase order/Non Purchase order invoices.

**2009 –2013 Ghantoot Group (Bin Mehran Ready-mix Concrete), Abu Dhabi, UAE**

Bin Mehran Ready Mix Concrete is a well-respected supplier of Ready-mix concrete both to construction companies within the group and to many major contractors within the UAE.

**Accountant**

* Received cheques and receipts for collections made by Sales Department.
* Posted of receipt Voucher (CRV) in Excel file and in Ready Soft System.
* Posted of Invoices in Accounts Payable module of Ready Soft System.
* Posted of Raw Materials and passing on daily consumption.
* Checked and posting of daily store receipt.
* Ensured the Validity and correctness of DN/DO attached in invoices from stores supplies.
* Processed and calculation of leave/ final settlement of staffs / workers.
* Prepared of cheques for payment to supplies and employees.
* Coordinated in periodic check upon surprises basis of different categories of stores item to ensure the validity of book keeping.
* Respond to queries by telephone or in writing.
* Preparation of financial statements for company and subsidiaries.
* Checked of delivery notes/segregating of delivery notes.
* Checked and attaching of delivery order for sales invoices.
* Generated of sales invoices.
* Printed of Main Accounts
* Checked of Overtime Sheet report for Staffs/Workers from Time keeper for the preparatory of Monthly salary also preparing of staffs/workers monthly salary.
* Handled of LPO/ Quotations.

**1996 – 2008 Paterson Zochonis Nigeria Plc, Nigeria**

PZ Cussons is a dynamic consumer products group and innovator of some of the world's best known and loved brands employing over 5000 people across our geographies in Africa, Europe, Asia, and North America.

**Accountant/Administrative Supervisor**

* Posted of employee advances/receivable.
* Posting of customs deposit refund.
* Posting of daily collection ( Pre-Payment, Unapplied cash, status/update)
* Issued of receipt for the collection received from employees.
* Reconciled all utilities.
* Petty cash custodian, preparing of petty cash vouchers.
* Auditing and posting of expense reports.
* Reviewed of open purchase order and voucher payables (Accrued purchase)
* Payment processing (Scheduled and Non-Scheduled)
* Monitored and clearing of vendors advance payment.
* Updated of fixed cost checklist and accrued accounts.
* Maintained of fixed asset register.
* Posted of monthly depreciation.
* Maintained of raw material/inventory schedule with trend production.
* Annual physical count of received materials.
* Prepared of journal vouchers for prepaid amortization
* Compiled data and assists in developing division/program budgets
* Oversees payroll processing activities, including: ensuring the accuracy and completeness of employee attendance, timekeeping and payroll records.
* Typed and/or drafted reports, memoranda, correspondence, presentations, board agenda items and other documents and reports often of a highly sensitive and confidential nature; develops updates, revises and disseminates specialized division/program.
* Planned and evaluated the performance of assigned staff; establishes performance requirements and personal development targets.
* Provided day-to-day leadership and worked with staff to ensure a high performance, customer service-oriented work environment which supports achieving objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

**Education:** BSc Accounting & Finance – 2006

 ND Accounting & Finance - 1999

**Certifications:** Microsoft office, Ms excel, SAP Software, SOX, Oracle, Tally, SPSS Packages, and Sniper hires Software.

**Additional Information / Trainings:-**

Excellent health and fitness, Essential car user & Non-smoker, Performance Management, Business Development, Subsea Awareness, Customer Service Training, Presentation Skills, Seven Habits of Highly Effective People, Team Power, Creating and Sustaining superior performance in work place and Internal Audits, Controls and Practices.

**Job Seeker First Name / CV No: 1839000**

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