

Contact HR Consultant for CV No: 339409

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**PROFILE SUMMARY**

Exceptionally well organized and resourceful accounting professional, excellent analytical and problem solving skills; able to handle multiple projects while producing high quality work.

Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

**SKILLS**

1. Proficient computer skills including Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Quick Book, Peachtree Accounting

Software

o Capability of keeping a detailed record of all the account details. o Tackling difficult problems by finding practical solutions to them. o Ability to manage time to meet deadlines.

o Excellent oral and written communication skill. o Goal-driven and development-oriented.

o Good team spirit.

o Keen and Enthusiastic

**WORK EXPERIENCE**

1. **DBH Solutions Limited**

August 2015 till date

**Junior Accountant Roles:**

o Assist in forecasting cash flow positions, payments, related borrowing needs, and available funds for investment

o Post and process journal entries to ensure all business transactions are recorded o Update accounts receivable and issue invoices

o Assist in identifying areas of financial and administrative strengths and weaknesses and develop best practices.

o Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements

o Draw up monthly financial reports

o Assist in reviewing company bottlenecks and recommend changes to improve the overall level of company throughput

1. Assist in preparing, maintaining and reviewing purchasing files and records, price lists, the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, monitor subcontractor performance, calculate the cost of orders, ensure invoices are charged to the appropriate accounts, and monitor inventory

transfer forms for book keeping records.

o Update accounts payable and perform reconciliations

o Assist with reviewing of expenses, payroll records etc. as assigned

1. Update financial data in databases to ensure that information will be accurate and immediately available when needed
   1. Assist with other accounting projects
   2. Assist with year-end closings
   3. Monitor and resolve bank issues including fee anomalies and check differences
   4. Account/bank reconciliations
   5. Assist with preparation and coordination of the audit process
   6. Assist with implementing and maintaining internal financial controls and procedures
   7. Petty cash management
   8. Generating of payment vouchers
2. **Xown Solutions Limited**

2015 – August 2015

**Accountant Roles:**

* 1. Reconcile Bank Statements

o Preparing monthly Financial accounts using Sage Line 50. o Record and disburses Petty cash

o Keeping of Inventory Records

o Managing company’s financial accounting, monitoring and reporting systems

* 1. Examining the company’s financial records and reporting activities.
  2. Ensuring all expenditures are properly authorised.
  3. Recommending ways to reduce costs and increase profits.
  4. Analysing the company’s financial performance.
  5. Completing detailed accounting transactions.
  6. Performing General Ledger reconciliations.

1. **African Alliance Insurance Plc**

2014 -2015

**Client officer Roles:**

o Implement and evolve high-impact strategies to target new business opportunities and market

* 1. Provision of financial advisory services to customers as and when required based on observation on each customer’s account

o Reactivate dormant accounts o Carry out marketing services

1. **National Youth Service Corps**

2013 - 2014

**Golden Crown Academy, Benin, Edo State**

Teaching/Youth Corps

**Roles:**

o Prepare detailed lesson plan for each school term o Compile and record students’ examination scores

o Organized a sensitization programme, raising their awareness on AIDS o Other duties assigned by the Principal.

1. **Micbel Venture**

2009

**Inventory Roles:**

o Responsible for the control , storage and distribution of Organizations’s product o Book keeping of accounts

o Maintenance of all inventory records o Performing other duties assigned.

**ACADEMIC QUALIFICATION**

o Registered student member of Institute of Chartered Accountants of Nigeria (ICAN)

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| --- | --- | --- |
| o Nigerian Institute of Management (Chartered) | | 2014 |
| o B. Sc Accounting (Second Class Upper Honours GPA 4.09) | | 2013 |
| o West African Senior School Certificate | | 2007 |
| o National Examination Council | | 2007 |
| o Primary School Leaving Certificate | | 2000 |
| **PERSONAL DATA** |  |  |
| Date of Birth: | 13th April, 1991 |  |
| Gender : | Female |  |
| Marital Status : | Married |  |
| Nationality : | Nigerian |  |
| **INSTITUTION ATTENDED** |  |  |
| o Ekiti State University |  | 2009 – 2013 |
| o Command Day Secondary School, Oshodi, Lagos | | 2001 – 2007 |
| o Command Children School, Oshodi, Lagos. | | 1997 – 2000 |
| o Omolere Nursery and Primary School, Akure | | 1993 – 1996 |

**REFEREES**

Available on Request