Uma

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**ACADEMIC QUALIFICATIONS**

I hold a bachelor of science (BSc) degree in accountancy from the University of Port-Harcourt, Nigeria.

with a second class lower, and graduated in 1998.

I finished secondary school from Government Technical Collage Ohafia, Abia state Nigeria ,with trade test levels 2 & 3 in 1985 and with five(5) credits in West African School Certificate (WASC) .

I finished primary school from Elu Community School with the overall best result in FSLC and Common Entrance Examination in 1979.

**CAREER OBJECTIVE**

My career objectives is to practice accountancy, administrative and management activities with the best of standard and etiquette, to promote the progress and success of my employer and to support through my activities the growth of the company i am employed.

**PERSONAL AND MANAGERIAL ABILITIES**

I am a pragmatic and versatile individual, and an intuitive personality. I have a sound analytical ability and capability and motives in solving managerial and administrative problems and proffering reliable solutions. In addition to accountancy, i have training in personnel management, office administration and safe leadership. I am a team play, a motivator through purposeful examples and performances, and generally am an all round facilitator. My experience covers from accounting, management and administration, Inventory and requisition management, invoice management and internal control.

**WORK EXPERIENCE**

**2007:** I was employed by KCADeutag Nigeria Limited as a Senior Accounts officer. The scope of my job included but not limited to interpretation of contract terms in the preparation receivable invoices according to work completion certificates, receivables management and revenue accruals, payables invoice management and expense accruals, cash flow analysis and reporting, cost analysis, bank accounts reconciliation, preparation of final accounts and reporting, inventory management and quality control and representing the company in the resolution of financial disputes arising between the clients.

**Achievement;** While working for the company, i led the accounting/finance team to recover huge debt that has gone bad for years, i set new standards and work ethics, put in place adequate internal controls, which resulted to elimination of loses, improved adequate and timely information gathering, improved timely preparation, analysis and reporting of financial transactions.

In 2013, my work was terminated due to my company loss of contract.

**1999**  I was employed on contract for Shell Petroleum Development Company in Port Harcourt Nigeria, as an operations supervisor in the telecoms section of Information Technology department.

As a supervisor, my jobs included day to day supervision of telecommunication operations, making sure operational guidelines are adhered to and daily targets achieved, daily activities logging and troubleshooting, preparation of staff duty schedules, query management and resolution, services consumption billing and reconciliation and training of new personnel.

**Achievement:** Excellent performance and clients/customers satisfaction, timely and quality service.

**SKILLS AND EXPERIENCE SUMMERY**

I am articulate and resourceful, i am sound in statistical analysis, am competent in the use of computer software as Microsoft word and excel, and SAP accounting packages ,and am easily trainable.

I have good working experience in accounting, and with my experience working in multinational companies, and various trainings in management and leadership courses, i have acquired a substantial knowledge in management and administration of corporate establishment and people.