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**PROFESSIONAL PROFILE**

A highly qualified and results driven accounting postgraduate with strong combination of skills, knowledge and capabilities, including a good understanding of International Financial Reporting Standards (IFRS), International Accounting Standards (IAS) and UK GAAP acquired during studies and work experience. Able to demonstrate excellent commercial acumen, combined with first-rate analytical and research skills and consistently understands the “bigger picture”. Skilful in financial reporting, financial transaction documentation, financial statement analysis, PAYE & Corporate income tax computation, payroll management, use of SAGE and QuickBooks accounting package among other skills. Works effectively on own initiative with the skills required to complete assignments on time without compromising quality. Enjoys being part of a productive team, with excellent communication skills, can build positive working relationships both internally and externally and integrate quickly into new environment. Able to contribute significantly to the business and can thrive in a fast-paced and challenging environments.

**CAREER SUMMARY**

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| **2015 to date** | **DAVICS BAKERY & CONSUMABLES LIMITED** |
|  | **Senior Accountant** |

* Preparation of financial statements which include: monthly/year-end statement of comprehensive income, statement of financial position and statement of cash flow
* Weekly review of all accounts sections such as sales unit, stock record, daily cash expenses, trade debtors, staff payroll and bills for accuracy and completeness.
* Ensuring inventory controls put in place by management are strictly complied with.
* Conducting on the spot/monthly inventory count
* Conducting quarterly internal audit
* Preparation of management Accounts as requested by management
* Handling of monthly PAYE and year-end corporate income tax computation and remittance.
* Training of accounting staff on transaction posting and report generating
* Ensure accurate fixed assets register is maintained.
* Provide assistance to external auditors.
* Hold monthly management meeting with heads of department and quarterly meeting with the general staff.
* Delegate responsibilities as appropriate.

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| **2013 - 2014** | **DAVICS BAKERY & CONSUMABLES LIMITED** |
|  | **Financial & Management Consultant** |

* Review existing financial reporting, accounting, stock management, business systems and operations, identify gaps and constantly improve system.
* Computerized accounting system setup and design of chart of accounts.
* Conversion of manual accounting to computerized accounting system and ensuring accurate financial records of all financial transactions of the company are maintained daily on the system.
* Design of transaction source documents for income, expenses, asset and liabilities to enable easy capture and processing of daily transactions.
* Ensure monthly review of operations for post setup monitoring
* Deployment of internal control mechanisms to prevent and detect fraud in all the company financial transactions and business operation.
* Design of a comprehensive payroll system
* Creating and maintaining of an accurate fixed assets register and schedule.
* Human capital recruitment and placement, including: interview, selection, competency profiling, placement, training and mentoring.
* Assist in the management of the entire company.

**Key Achievements:**

* Successful conversion of manual accounting to system based accounting.
* Developed a business operations manual of procedure to guide the entire management and operations of the company.
* Setup of computerized accounting system, design chart of accounts, financial reporting system including internal control system wide.
* Deployment of internal control procedure to safe guard company assets (financial and physical).
* Design of transaction source documents to cover all company operations.

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| **2005 – 2011** | **GEORGE ANDREWS & PARTNERS (CHARTERED ACCOUNTANTS)** |
|   | **Assistant Consultant / Office Manager** |

* Efficiently handling the maintenance of general ledgers and preparation of financial statements.
* Efficiently handling accounts payable and receivable.
* Actively involved in audit and asset verification assignments, collaborating as part of the team to prepare audit planning memorandum, verification of documents, data capturing and analysis as well as preparation of the final report.
* Bank reconciliation and supplier statement reconciliation.
* Dealing with the preparation of monthly payroll.
* Personally accountable for the management of all company bank accounts.
* Petty cash accounts handling.
* Fully responsible for the seamless management of all administrative functions across the entire firm, proactively supervising junior members of staff and ensuring accurate documentation of company files and financial transactions.
* Organising and coordinating Capacity Building Workshops and Training Programs, collating training material from facilitators, preparing the venue and registering participants.
* Effectively coordinating all travel itinerary and logistics.
* A key member within the human capital recruitment and placement team (short listing applicants for aptitude tests; administer tests and grade test sheets and subsequent short listing of candidates for interview).

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| **2004 – 2005** | **FRESHTHINK CONSULTING** |
|   | **Business Development officer** |

* Accountable for the efficient management of existing and prospective customer database, ensuring all information is maintained and updated daily and creating a prospective customer list
* Coordinating and attending meetings with existing clients and contributing directly to the attainment of new business relations
* Building and maintaining exceptional customer relationships, dealing very capably with client feedback via mail and telephone and handling queries effectively and with professionalism.

**Education and qualifications**

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| **Certificate:** | Certificate in International Financial Reporting Standards - ACCA (2014)A three months course leading to the award of a certificate in IFRS, IAS & UK GAAP.The Institute of Chartered Accountants of Nigeria (ICAN) RA (Skills level) |
| **Professional training:** | OILSIM PETROCHALLENGE – 2 Day Training Course (2012)Sparqs INSTITUTION ASSOCIATE TRAINER PROGRAMME – 4 Day Training Course (2012) |
| **Postgraduate:** | MSc Oil and Gas Accounting, Robert Gordon University, Aberdeen (2012)* ***Modules included****: Financial Information and Decision Making, Quantitative Method for Finance, International Oil and Gas Accounting, Oil and Gas Management, Research Methods, Corporate Financial Management, Petroleum Economics and Asset Management, Advanced Oil and Gas Management Accounting*
* ***Dissertation:*** *An investigation into the recent preference for Production Sharing Contract (PSC) as a petroleum fiscal system in Nigeria: How appropriate is PSC for Nigerian?*
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| **Undergraduate:** | BSc Business Administration, **2.1**, University of Benin, Benin City, Edo State, Nigeria (2003)* ***Dissertation:*** *Consumer Awareness & Adoption of a New Product (Case study of Gordon Spark)*
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| **8 O Level’s:** | Including English and Mathematics (1995) |

**Key I.T. skills**

* Highly proficient in the use of MS Office (Word, Excel, PowerPoint, Outlook and Internet Explorer)
* Proficient in the use of Peachtree, Quick books and SAGE 50 Bookkeeping and Payroll Management accounting software.

**Key achievements and responsible positions**

* Displayed exceptional skills, professionalism and dedication to earn a recommendation for a merit award during National Youth Service Corp (NYSC)
* Successfully awarded a Federal Government scholarship while studying undergraduate degree within the university
* Student Ambassador (Meet and Greet, Student Buddy) – Robert Gordon University (2011/2012)
* Post Graduate Student Representative - Faculty Quality Enhancement Sub-Committee (FQESC) - Robert Gordon University (2011/2012)
* Class Representative, MSc Oil and Gas Accounting (2011/2012)
* Zonal Coordinator Nigerian Christian Corpers Fellowship (NCCF) (2004/2005)
* Music Director NIFES Uniben/Ubth (2002/2003)

**Interests and activities**

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| **Currently include:** | Travel to new and interesting places, learning different cultures and behaviours, music, Volley ball, enjoys reading to gain knowledge and for pleasure and meeting new people |

**Gulfjobseeker.com CV No:** **1506294**