**CHIJIOKE**

Position: **Accountant or related field.**

Experience:**5 years 1 month.**

Educational Qualifications: **BSc Degree in Accounting.**

Key Skills: **Accounting, Accounts handling, Excellent communication, Excellent team management skills, Flexible and adaptable to change, Ability to solve complex problems, Ledgers handling, Corporate finance, Auditing skills, Reporting skills, Sales and marketing skills, Financial Analysis, Attention To Detail, Deadline Oriented, Reporting Research Results, GAAP Rules, Confidentiality, Creativity, Time Management, Data Entry Management, Strong Communication & Interpersonal Skills, General Maths Skills, Computer Skills - Microsoft Office, Excel, Word etc.**

Current Location: **Dubai, United Arab Emirates.**

Email: chijioke.381829@2freemail.com

# SUMMARY OF CAREER

* Dedicatedly offering 5 years of rich experience in Financial Services as an Internal Auditor, Accountant and Cashier cum Sales Executive.
* Played a vital role in compiling financial statements (such as balance sheet, income statement and statement of profit and loss).
* Collections
* Verify daily collection report from admin, report discrepancies /errors.
* Entering in all collection deposits into the Collections Verification sheet. Monitoring discrepancies, following up with head admin, making proper adjustments when needed (for shortages they are deducted from the employee responsible for the shortage).
* Ensure that cash collections were deposited on the same day or on the following day.
* Daily checking of receipts &posting receipts to QB, ensuring that each customer is billed the correct amount.
* Daily audit of receipt series, maintain control log, strict adherence to procedures in cancelling & skipping receipts series.
* Daily checking of credit card payment transactions ensuring correct amount is credited to our account. Follow up with Network International when there is a discrepancy.
* Assist bank transfer verification payment from customers, maintain the bank transfer google doc:
* Prepare invoice / sales receipts in QB
* Customers who pay by bank transfer must receive an emailed invoice directly from QB
* Notify the customer for any returned checks, give options to recover the payment either pay by cash or credit/debit card. (reissuing of check as payment is not an option)
* Liquidations/ Reimbursements & Requests
* Checking mileage reimbursements & other travel expense liquidations; refer reimbursement policies and procedures.
* Checking PRO fund liquidations; post entries to QB. Ensure liquidations were submitted at least once a week.
* Checking liquidations of advances from events (Marketing), post entries to QB.
* Preparing petty cash liquidations; posting to QB
* Handles all coaches, office supplies and equipment requests; contact suppliers and getting best quotations. Includes apparels & accessories
* Posting daily bank transactions,
* Closing daily shop transactions,
* Maintaining cashbook and minimum balance requirements,
* Passing monthly closing entries,
* Fund flow management for the company
* Handling supplier payments and followup on customer receivables
* Preparing bank reconciliation statements and maintaining bank register,
* Performing financial calculations and reporting on financial performance.
* Analysing financial data to provide the organization with information that will assist in future planning and decision-making.
* Accurately keeps proper stewardship of accounts and records in accordance with Generally Accepted Accounting Principles (GAAP).
* Assists with the preparation of budgets and ensuring compliance with GAAP,Accounting concepts and conventions.
* Diligently monitors budgetary matters to achieve financial accountability and transparency.
* Developing and implementing financial recording systems and giving financial advice.
* Adept at applying innovative, entrepreneurial thinking to creatively identify and resolve issues in timely manner.

**CAREER OBJECTIVES**

To obtain a challenging job career where acquired skill, experience and professionalism are employed towards the development of the organization and personal advancement.

**EDUCATION**

UniversityofMaiduguri,BornoState,

***2012-2016***|B.sc(Hons)Accountancy.

St.John’sCollegeMaiduguri,BornoState,

***2004-2010***|WASSCE/NECO.

LakeChadResearchInstituteStaffSchool,Maiduguri,BornoState,

***1998-2004***|FLSC.

RubyModelSchool,Maiduguri,BornoState***1996-1998***|NurseryEducation.

**EMPLOYMENT RECORDS**

**Name of Company :- Tycoon Group Of Companies Limited**

**Position :- Internal Auditor**

**Year :- 2 years 3 months ( March 2016 - May 2018)**

**Job Description/Job Responsibilities:**

* Objectively review the organization's business processes.
* Monitors budgetary matters to achieve financial accountability and transparency.
* Evaluate the efficacy of risk management procedures that are currently in place.
* Protect against fraud and theft of the organization's assets.
* Discussing compliance issues with management.
* Ensure that the organization is complying to accountingprinciples (GAAP) and statutes.
* Make recommendations on how to improve internal control and governance processes.

**Name of Company :- Natous Business Ventures.**

**Position :- Accountant**

**Year :- 2 years 2 months (January 2014 - February2016)**

**Job Description/Job Responsibilities:**

* Collection and recording of Cash transactions
* Monthly management account preparation.
* Production of profit and loss account.
* Complete and maintain sales invoice and reports.
* Accruals and prepayments.
* Preparation of accounts pack for review.
* Bank Reconciliation, posting and balancing.
* Weekly wages, petty cash and other journal postings.
* Year budget preparation.
* Reports on debtors and creditors.
* Quarterly VAT return preparation.

**Name of Company :- Amicable Global Collections**

**Position:- Cashier cum Sales Executive**

**Years :- 8 months (April 2013-November 2013).**

**Job Description/Job Responsibilities:**

* Greets and welcome customers
* Arranged and managed cash and sales transactions
* Inquiring after clients complaints
* Advertised company's recent products and deals

**PERSONAL INFORMATION:**

Date of Birth : May 7th, 1992

Gender : Male

Religion : Christianity

Nationality : Nigerian

Marital Status : Single

Language : English, Igbo(native language), & Hausa

Current Location: Dubai, United Arab Emirates

Visa Status : Visit Visa.