**ARUOMA, DAVID KELECHUKWU**

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**OBJECTIVE**

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

**PERSONAL DETAILS**

Gender – Male

**EDUCATION** 

**Abia State University, Uturu.**

* Bachelor’s Degree in Accounting

(2nd class Honours, Upper Division) **Oct 2011 - Sept 2015**

**St. Joseph’s Secondary School, Nyiman.**

* Senior Secondary Certificate Examination (SSCE) **Sept 2003 - July 2009**

**Anty Maggies Nursery and Primary School, Makurdi.**

* First School Leaving Certificate (FSLC) **Sept 1997 - July 2003**

**PROFESSIONAL QUALIFICATION**

* Institute of Chartered Accountants of Nigeria (In view – One paper left)

Student number 237843

**WORK EXPERIENCE**

**Eta Zuma Mining and Industries Limited** (Internal Control)

Role: *Internal Control Officer* **Oct 2019 – date**

**Duties and Responsibilities**

* Use of SAP (Review transaction via SAP)
* Review of Financial report and all Financial records.
* Review of salary, pension and tax (P.A.Y.E, WHT & Corporate tax) before payment.
* Review of petty cash/impress system and Bank reconciliation statement.
* Review of Budget (Quarterly and Annual budget)
* Environmental scanning to ensure that responsible officers are compliant to policies
* Ensure that all registers are maintained and timely updated.
* Writing of all related exception reports.
* Management of incident register.
* Review of waybill and invoice for customers.
* Review of Goods Receive Note (GRN) and Job Completion Certificate (JCC).
* Sensitize all staff on existing policy and ensure compliance.
* Review of Purchase Order (PO) and Purchase Request (PR).

**USAID - Northern Education Initiative Plus (USAID - NEI+) Project Sokoto State**

Role: *Finance Officer* **Jan 2018 - Sept 2019**

**Duties and Responsibilities**

* Responsible for entering financial information and maintaining all financial records for projects and for the organization.
* Prepare and analyze budgets, develop financial reports, and make recommendations to the organization on budget expenditures.
* Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year.
* Manage petty cash and prepare fund requests when needed
* Assist with monthly projections
* Prepare of payroll, staff taxes, and corporate taxes in compliance with local laws and other applicable rules
* Prepare monthly payroll sheets for field staff.
* Record transactions in QuickBooks.
* Ensure accounting standards, procedures, and policies are followed and implemented
* Complete monthly financial reconciliations and ensure documents are properly uploaded and saved on SharePoint
* Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration.
* Oversee the financial audits of all projects of the organization.
* Provide orientation and training to the organization staff on cost-effective management.

**Egbeda Local Government, Oyo state.** (Finance& Supplies)

Role: *Payroll Officer* **Feb 2017 – Dec 2017**

**Duties and Responsibilities**

* Changed their accounting method and updated the method of payroll preparation.
* Recording amount paid to staff in the salary ledger and also recording the kind of allowances received by the staff. In case of under payment, the percentage paid is recorded at the date of payment and the balance is recorded in the appropriate ledger.
* Gather relevant financial data to build financial models for forecasting, financial analysis and valuation.

**USAID - Education Crisis Response (USAID - ECR) Project Borno State**

Role: *Finance Intern* **Sept 2015 - Jan 2017**

**Duties and Responsibilities**

* Assist in accounts receivable management
* Provide support for annual budgeting process
* Provide general accounting support
* Assist with financial modeling
* Assist with statistical analysis and other special projects
* Assist in the Preparation of monthly/quarterly financial analysis for management

**VOLUNTEER WORK**

**The Nigerian Red Cross Society (NRCS)**

Role: *Field cadre (NYSC)* **Jan 2017 - Feb 2017**

**Duties and Responsibilities**

* Administration of CPR
* Administration of first aid on injured corps members.
* Lifting of student from field to Camp clinic.

**Student Union Government,** (Abia State University)

Role*: Cashier to the Financial Secretary* **Mar 2015 - Sept 2015**

**Duties and Responsibilities**

* Handling and issuing of receipt to the entire student council.
* Creating and operating of relevant accounts pertaining to total receipts issued, total amount of money made, how money is spent, and balance at the end of the period.
* Scrutinized Budgets, financial reports and other control measures, a due diligence that resulted in over ~~N~~50,000 surplus at the end of administration (its first in four years).
* Monitored and managed the complete and comprehensive review of the association's constitution, while generating feedback mechanism from over 400 students. A project that had pended over two previous administrations.

**Course Representative,** (Abia State University, Uturu)

Role: Class leader in all affairs **Oct 2011 – Sept 2015**

**Duties and Responsibilities**

* Handling of contributions made in other to carry out class activities like calling of lecturers, buying of markers, etc and preparing relevant accounts to show how expenses are made from contributions.
* Interacting with lecturers on behalf of my course mates on matters bothering them both in class and in relation to the course.
* Organizing extra lectures and tutorials in any course my course mates need additional knowledge on.
* Organizing extra-curricular activities after lecture hours like sports and other social events.

**OTHER SKILLS**

* Knowledge of basic accounting software (SAP, QuickBooks)
* Financial reporting and analysis
* Microsoft office suite (Word, Excel, SharePoint etc.)
* Attention to detail
* Good communication skills