



# Hope Ayuba Kalba

## Professional Summary

**Phone:** +2349114297595  
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*Focused Accountant with 8-year track record of financial management, tax preparation and bookkeeping. Generates and analyzes aging reports and P&L statements to correct variances and forecast budgeting needs. High-level microsoft word, power point proficiency coupled with superior organization in recordkeeping and file management.*

## EXPERIENCE

### Ministry of Budget and national Planning

January 2015-present

#### Chartered Accountant

- Maintained and reconciled accounts, including processing invoices and payments.
- Kept company records in full compliance with GAAP and industry standards by properly documenting and approving journal entries.
- Helped business and project leaders prepare for new actions with detailed reviews of proposed plans against current financial capacities.
- Coordinated payments by verifying documentation and requesting disbursements.

## EDUCATION

### Nigerian College of Accountancy Jos, Plateau

2017-2019

Master of Arts (M.A.) in Accounting and Finance

### Bayero University Kano, Kano Nigeria

2009-2013

Bachelor of Arts (B.A.) in Accounting

## SKILLS

- Budgeting assistance
- Tax preparation
- Data inputting
- Funds management
- Variance analysis
- Time Management

## LANGUAGES

**French** (Upper Intermediate ), **Spanish** (Intermediate )