

ESTHER OMOWUNMI EMMANUEL

CONTACTS

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SKILLS

Account Reconciliation

Budgeting Peachtree VT Cash

Microsoft 365 Power Query

PowerPoint Data Visualization

PowerPivot Excel Spreadsheet

Bank Reconciliation

ACCOMPLISHMENTS

- Achieved a 60% accounting system by introducing an accounting process to track all transactions.
- Used Microsoft Excel to develop inventory tracking spreadsheets with 75% success in stock taking.
- Introduced and executed a proper accounting system which resulted in an 80% reduction in fraud.
- Saved 50% of the Consultancy fee by taking over Tax preparations.
- Achieved 20% increased availability of financial reports for decision-making through automated monthly Excel statements.

CAREER SUMMARY

Dynamic professional with a background in business management, human resources, and finance. Having a strong foundation in accounting principles and practices. Proficient in maintaining accurate financial records, processing accounts payable and receivable, and reconciling bank statements. Skilled in using accounting software like Excel, VT cash, and Peachtree to analyse financial data and prepare reports. Eager to apply my academic knowledge and interpersonal skills to contribute to the success of a growing organization. Committed to continuous learning and professional development to become an asset to the accounting team.

EDUCATION

Higher National Diploma in Accounting

Yaba College of Technology

Yaba, Lagos

02/2004 – 03/2006

National Diploma in Accounting

Osun State Polytechnic

Iree, Osun State

05/2000 – 12/2002

TRAINING / COURSES

Accounting & Financial Statement Analysis

Udemy

Financial Management

Alison

Student membership

ICAN

OTHER EXPERIENCE

Administrative/Accounts Manager

Analysts Data Services and Resources Limited

02/2023 – Present

Ibadan

- Introduced automated monthly accounts reports.
- Imprest system maintained on Excel helped to cover 99% expenses.

SOFT SKILLS

- Good team player
- Integrity, Honesty and Result oriented.
- Excellent organizational and planning abilities.
- Excellent oral and written communication skills.
- Leadership skill
- Analytical & problem-solving skill, giving attention to details.
- Self -Motivated, Flexibility and Adaptability

HOBBIES

- Singing
- Dancing
- Baking

LANGUAGES

- English (Fluent)
- Yoruba (Fluent)

REFEREES

- **Dr Adekunle Kolawole**
Senior Pastor.
Foursquare Gospel Church,
Ojoo,
08033773581
- **Mr. Foluso Awogbami**
Edvoy Study Abroad
Consultant, Nigeria
08027189304
- **Dr Afolabi Olowookere**
Chief Economist,
Analysts Data Services and
Resources Ltd
08032734460

Accountant

Fountain Option Knowledge High School

📅 09/2015 – 01/2023 📍 Ibadan

- Maintained 45% accuracy in monitoring and updating account records via the Bookkeeping system.
- Achieved 70% remittance to government authorities by preparing and forwarding tax assessments to relevant authorities.
- Salary and staff CICS Administration

Head, Admin & Accounts

Kingston College Ibadan

📅 09/2014 – 08/2015 📍 Ibadan

- Prepared and monitored the budget giving 60% cost effective.
- Prepared weekly and monthly Management reports.
- Reviewed and prepared monthly Bank Reconciliation Statement

Account Officer

Jacobs High School

📅 01/2009 – 08/2011 📍 Sango-Otta

- Promptly processed manual payments, ensuring correct approvals by relevant managers to minimize delays.
- Processed invoices received per day, ensuring correct VAT treatments were applied.
- Assisted internal and external auditors by liaising with and providing required information for annual audits.
- Influenced the preparation and implementation of salary structure which resulted to 75% staff satisfaction.

Account Officer

Tonbol International Limited

📅 01/2008 – 12/2008 📍 Sango-Otta

- Oversee company accounts, payables, and receivables.
- Improved overall process for month-end inventory audits.
- Managed payroll operations for employees which gave 40% staff satisfaction
- Performed end-to-end account reconciliation processes.