

CURRICULUM VITAE

NWOGWUGWU, BRIGHT CHUKWUDI (B.Sc, CNA)

No. 28, Jire Arasi Close, Orogun, Ibadan, Oyo State.

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1. **OBJECTIVE:** A job in a strategically positioned and result-oriented establishment, offering challenges, key participation, responsibility and an opportunity for professional development where my skills could be used to improve organizational goals while developing myself.
2. **PERSONAL DATA**

Date of Birth:	15 th November, 1985
Place of Birth:	Ibadan, Oyo State
Sex:	Male
State of Origin:	Abia
Local Govt. Area:	Ikwuano
Marital Status:	Married
Religion:	Christianity
Nationality:	Nigerian
3. **PERSONAL SUMMARY:** An ambitious, enthusiastic and talented individual with a keen interest for detail and a flair for accounts. I am knowledgeable in the use of Microsoft Word, Microsoft Excel, Peachtree, Sage 200 and Tally ERP 9 accounting software and also willing to undertake further training and development and possess a real desire to launch my accounting career. I am capable of working within a fast pace and challenging environment and can make a real commercial impact as well as improve an employer's business performance. I am currently looking forward to work for an employer who offers a modern and friendly environment.
4. **EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES**

Nigerian College of Accountancy (NCA), Jos, Plateau State (Postgraduate Professional College)	2013-2015
Bowen University, Iwo, Osun State	2007-2011
Bowen University, Pre-degree School, Osogbo, Osun State	2006-2007
The International School, University of Ibadan	2001-2003
Abadina College, University of Ibadan	1997-2001
Staff School, University of Ibadan	1989-1997

5. **ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DATES**

Institute of Chartered Accountants of Nigeria (ICAN)	In View
Certified National Accountant (CNA)	2015
B.Sc Accounting (Second Class), Bowen University	2011
Senior School Certificate Examination (SSCE)	2004
Junior School Certificate Examination (JSCE)	2000
Primary School Leaving Certificate (PSLC)	1997

6. **MEMBERSHIP OF PROFESSIONAL BODY**

Member, Association of National Accountants of Nigeria	12 th December, 2016
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7. **POSITIONS OF RESPONSIBILITY HELD AND AWARD**

Unit Head: Federal Road Safety Corps (FRSC)/Road Safety Club (RSC) C.D, NYSC, Moniya Unit, Ibadan, Oyo State. **2011-2012**

Best Clique Award: Nigerian Universities Accounting Students Association (NUASA) Bowen University **2010/2011**

Award of Excellent Service as Chief Whip: Nigerian Universities Accounting Students Association (NUASA) Bowen University **2010/2011**

Welfare Director: Nigerian Universities Accounting Students Association (NUASA) Bowen University **2008/2009**

8. **WORK EXPERIENCE**

Global Crystal Foam and Chemical Industries Ltd (Manufacturing Company)
Accountant/Admin **Apr 2022 – Jun 2022**

Responsibilities

 - *Preparation and costing of foam block for all densities for M.D's use
 - *Accounts payable accountant to suppliers
 - *Posting of customers payments to ledgers
 - *Importation computation of raw materials costing
 - *Preparation and payment of staff salary payroll on monthly basis
 - *Preparation, remittance and submission of PAYE to SBIR monthly
 - *Preparation, remittance and submission of staff pension contribution to PFA monthly
 - *Preparation and payment of sheriff deputies' securities salaries on monthly basis
 - *Preparation and payment of quarterly rebate to customers
 - *Daily posting of imprest account on Tally ERP accounting software
 - *Liaising with relevant tax authorities on behalf of the company
 - *Monthly bank reconciliation statement and cashbook
 - *Record keeping of fixed assets receipts, invoice file and asset list
 - *Month end physical stock count and vetting of store-keepers card
 - *Preparing and sending out memos for internal use
 - *Keeping and maintaining staff employment records and files
 - *Any other duties as assigned by the Managing Director

Vicmart Enterprises Ltd (Procter & Gamble Distributor) FMCG Company

Accountant/Warehouse Supervisor

Jan 2020-Mar 2022

Responsibilities

- *Prepare account receivables of outstanding LT, Wholesale and Sub-D customer accounts
- *Preparing Proof of Performance (POP) on monthly basis to P&G for claims
- *Supervision and posting of PMS and AGO fuel accounts daily
- *Physical counts of sales rep inventory, P&G, NBC, NB, Chi, Gino and PZ warehouses
- *Reconciliation of Inventories
- *Tracking and reporting initiative done for sales rep daily
- *Record payments, process invoices and track expenses
- *Preparation and posting of Income Statement on monthly basis using sage software
- *Preparation and posting of rent and vehicle insurance accounts
- *Updating vicmart assets and keeping records of the schedule
- *Posting of account payables
- *Posting of petty cash on sage
- *Daily checking of the cashiers books and recording such transactions on sage
- *Receiving and posting of warehouse and inter-branch transfer of inventories
- *Track inventory levels, order new supplies and return damaged inventories
- *Responsible for securing warehouse as well as supervising loaders

Fortknox Group Ltd

May 2016-Jan 2018

Accountant

Responsibilities

- *Preparation and payment of staff salary payroll for mobitutor contract staff
- *Payment of airline ticket booking for company directors
- *Preparation and submission of monthly FIRS VAT NIL return form for Mobitutor
- *Preparation of Financial Statements: Income & Expenditure and the Balance Sheet
- *Spoc person for mobitutor on monthly payment reconciliation with Airtel staff
- *Preparation and record keeping of sales invoice submitted to Airtel
- *Record keeping of NYSC correspondence file and signing of monthly clearance letter
- *Record keeping of fixed assets receipts, invoice file and asset list
- *Submission and record keeping of Fort Knox Guards invoice to Virgo
- *Assisting with inventory counts in Fort Knox warehouse
- *Quarterly physical count of Mobitutor assets
- *Preparation of petty cash book, bank payment vouchers and budget
- *Receiving and record keeping of FIRS Withholding tax credit notes for mobitutor
- *Preparation of mobitutor thematic report on monthly basis
- *Preparation and record keeping of sales invoice submitted to Airtel
- *Lodgement of cheque to the bank
- *Using Peachtree software to assign entries to proper accounts
- *Report to Management regarding the finances of the company
- *Carrying out other accounting related duties as assigned by the Chief Financial Officer

First City Monument Bank (FCMB), Bodija Branch, Ibadan
Mass Market Banking

April 2015-May 2016

Responsibilities

- *Acquisition of new business accounts for the bank
- *Achieving or exceeding assigned sales target
- *Supervision of friendship/call centre activities to customers
- *Assist customers to deposit funds through teller and Point of Sale (POS) machine
- *Activation of Mobile and Internet banking application for customers use
- *Enlightening customers on the types of Account and suitable for their purpose
- *Providing neat, accurate and complete documentation required for each product sold
- *Ability to sell and cross-sell bank products and maintain good customer relationship
- *Maintaining complete and detailed knowledge of all assigned products and sell same to the specified target market
- *Providing feedback and resolve customer complaints

Bursary Department (Endowment Fund), University of Ibadan

June 2012-Dec 2012

Responsibilities

- *Preparation and record keeping of contractor's ledgers of the ICC project, U.I
- *Preparation of payment vouchers
- *Payment of prizes to students
- *Maintenance of proper internal control system

**Bursary Department (Investment & Endowment Unit),
University of Ibadan**
National Youth Service Corps (NYSC)

July 2011-June 2012

Responsibilities

- *Preparation of payment vouchers and cash advance
- *Preparation of imprest
- *Reconciliation of cashbook with bank statement
- *Lodgement of cash/cheque into the bank

Edunet Concept (ABH), University College Hospital, Ibadan
Industrial Training

Oct 2004-Jan 2006

Responsibilities

- *Knowledge in maintenance of computers and software installation
- *Knowledge in connectivity and assessment of computers
- *Providing excellent customer care service
- *Assisting customers on internet surfing, typing, printing and troubleshoot internet problems faced by customers
- *Keeping accurate records of logs and inventories

9. WORKSHOPS/SEMINARS ATTENDED

***Certificate of Language Ability-** By Judson Hart, Director of Language Assessment at Emmersion Brigham Young University, Layton, United States **19 July, 2022**

***Mandatory Continuing Professional Development (MCPD).** Theme: Challenges and Landmark Issues in Accounting Profession by ANAN. **July 2016**

***Certificate of Participation** - Workshop on Accountant-In-Training (AIT) Scheme and Information & Communication Technology (ICT), Organized by the Association of National Accountants of Nigeria (ANAN). **27-29 July, 2016**

***Workshop on the International Financial Reporting Standards** (IFRS) and International Public Sector Accounting Standards (IPSAS), Organized by the Association of National Accountants of Nigeria (ANAN). **23-24 May, 2015**

***Certificate of Participation** - Workshop on Workplace Advantagedge, Organized by the Workdesk Group in association with NYSC, Oyo State. **6-7 June, 2012**

10. RESEARCH WORK COMPLETED

NWOGWUGWU, B. C. (2011) - "The Assessment of Global Economic Meltdown on Income Growth and Development in Nigeria". A project submitted for the award of B.Sc Accounting Degree, Bowen University, Iwo, Osun State.

11. SKILLS ACQUIRED

Personal/Professional Skills

*Honest, Hardworking, Organized, Disciplined and a good team player willing to work

*Ability to deliver with or without supervision

*Good writing and listening skills

*Good communication skills and interpersonal relationship

*Excellent leadership skills

*Number crunching skills

*Time management skills

*Ability to learn new things

*Marketing and Sales

*Strong Financial Management

*Use of Internet Browsing and Computer Packages like MS Word and MS Excel

*Knowledge of Peachtree Accounting, Sage 200 and Tally ERP Accounting Software

*Knowledge of warehouse stacking and logistics

12. LANGUAGE(S)

English, Igbo and Yoruba

13. HOBBIES

Playing football, Reading, Interacting with people and Working on Computers

14. REFEREES

*** Mr. O.O. Afolabi**

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