

Ubaghaji Racheal Chiamaka

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Objective

A self-motivated individual who thrives to succeed in challenging situations with passion for professional development to secure a responsible career opportunity to fully utilize my skills while making a significant contribution to the success of my employer.

Key Qualifications

- As an accountant with over 3 years of experience with broad knowledge of financial management which gives me the ability to analyze data, performs a variety of professional level in accounting duties which involves in preparing, maintaining, analyzing, verifying and reconciling complex financial transactions, statements, records and reports.
- A self-motivated and disciplined individual with a strong work ethic and proven track record.
- Dependable and dedicated personnel which has helped grow my customer service satisfaction rate.

Work Experience

Afriglobal Medicare Limited

Billing/Account Officer

Aug 2018 - Mar 2021

- Receiving customers, creating and updating patient bio data details for registration of test required through ERP.
- Disbursement of cash and cheque payment to service providers and internal customers.
- Carry out inventory, database and record maintenance.
- Sending and receiving of mail from vendor, customers/patient and management.
- Notifying patient through calls or mail for report collection.
- Involved with the responsibility of receiving and sorting incoming payments with attention to credibility.
- Manage the status of accounts and balances in line with identifying inconsistencies.
- Receive payments by cash, cheque, credit cards or automatic debit.
- Create solutions to relative problem of clients and generally ensure that the office operations are running smoothly.
- Issue receipt, refunds, credits or change due to customer.
- Preparing of daily sales report, expense report on a daily, weekly and monthly basis.
- Updating of Sales and reconciliation of cash and credit sales of the centre to ERP.
- Making sure all departments are functioning effectively.
- Preparation of monthly financial statement, reports, inventory report and reconciliation.
- Weekly stock taken.

Hexagon Engineering Limited

Finance Officer(NYSC)

Oct 2017 - Aug 2018

- Raising of petty voucher and liquidation form.
- Preparing staff salary schedule.
- Raising of Purchase Order.
- Compilation Of company assets.
- Invoice reconciliation.
- Handling of project cost.
- Reconciling of petty cash expense and other expense.
- Involved with the remittance of statutory payment (NSITF, WHT, PAYE) before due date.
- Ensuring that all financial transactions are properly recorded, filed and reported.
- Prepare monthly, quarterly and annual financial reports.
- Participate in financial audits.
- Update financial records with recent transactions and changes.

- Handling of float.
- Payment of suppliers invoices and utilities bills.
- Raising of petty voucher and other payment voucher.
- Reconciling the Excel float with Peachtree report.
- Handling of company's stationery.
- Handling of staff leave schedule and staff loan.
- Raising of cheques.
- Ensure payment of payroll remittent.
- Raising of cash receipt and assist with budget preparation.
- Maintaining of Cheque Register.

Shomolu Business Unit of Power Holding Company of Nigeria
Data Officer(Internship)

Mar - Aug 2011

Education

Diploma/Certificate

October 2021

ALISON ONLINE COURSES

- DIPLOMA - Effective Bookkeeping and Payroll
- CERTIFICATE - Caregiving Skills - Dementia Care

Bachelor's Degree

July 2014

University of Education Winneba Ghana

- BSC in Accounting

Vocational Certificate

December 2014

Center for Vocational Empowerment and Development Program

- Certificate in Catering
- Certificate in Event and Decoration Management

Secondary School Leaving Certificate

June 2009

Global Excellence Comprehensive College

- National Examination Council (NECO)

Other Activities

UNDERGRADUATE RESEARCH at University of education winneba where I conducted research on The Impact of Microfinance Bank in Rural Development and SMEs. Under the supervision of Mr Fawole. O.

COMMUNITY DEVELOPMENT SERVICE with Environmental Protection and Sanitation group where I participated in sensitising schools, markets and offices on environmental hazard, preventive measures and gifting out of cleaning materials.

References

Available On Request