

OGHOGHO OTHUKE

ADDRESS: NO 16 OMODE STREET, OFF OJABUGBE ROAD, OKUMAGBA LAY-OUT, WARRI.

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SUMMARY OF OBJECTIVE

Deadline-driven Auditing clerk with (3) three years background checking data accuracy for bookkeeping records.

Maintains excellent manager relationship through effective data management and providing excellent customer services. Trustworthy and diligent, without outstanding attention to detail and accuracy. Dedicate team player, proactive and hands - on - ensuring tasked are completed efficiently. Responsible, well - educated in compliance and regulatory procedures. Versatile supervisory manager trained finance who strives in dynamic, challenging and fast - paced professional environment. Assertive and enthusiastic, with extensive knowledge in accounting, monitoring and unsurpassed work ethic. Reliable team member with punctuality and dedication to work hard and achieve remarkable result, offering 5 years of experience in engineering procurement industry.

BIO - DATA:

SEX: Male

DATE OF BIRTH: 8th AUGUST, 1989

MARITAL STATUS: Married

HOME TOWN/LGA: Okpe Isoko / Isoko North

STATE OF ORIGIN: Delta State

NATIONALITY: Nigeria

LANGUAGE SPOKEN: English, Average Isoko, Average Urhobo

COMPUTER PROFICIENCY

Micro Soft Word, Excel, Power Point, Access, Adobe Acrobat 2017.

EDUCATION AND QUALIFICATION:

2018 - National Youth Service Corps, Sir Francis Ibiam Girl's Grammar School Afikpo, Ebonyi State.

2016 - Delta State Polytechnic, Ote-efe, Oghara. (Dspo)
Higher National Diploma (HND.) in Accounting Second
Class (Lower Division).,

2011 - Delta State Polytechnic, Ozoro (Dspz)
National Diploma (ND.) in Accounting
Second Class (Lower Division).,

2008 - WASSCE (GCE)

2006 - Hussy College Warri, Delta State
Senior School Leaving Certificate (SSCE)

WORK EXPERIENCE RESPONSIBILITIES AND YEAR:

COMPANY: PROMEIL RESOURCES LIMITEDJanuary 7th 2019- Present**POSITION: ACCOUNTANT/ ADMINISTRATIVE MANAGER****RESPONSIBILITIES**

- ♦ Kept an accurate and up to date record of invoices and other accounting documents stored on files and folders, in line with company regulations.
- ♦ Manage the payroll process for ten (10) + employees on accounting software's completing on time and accurately.
- ♦ Prepared, processed and sent invoices to relevant companies using the accounting software's provided.
- ♦ Assist in the development of financial forecasts to determine budget cuts and funds required.
- ♦ Develop, complete and submitted tax forms and returns to FIRS monthly, ensuring complete accuracy throughout.
- ♦ Conduct internal financial audit and investigation into financial matters and accounts in question.
- ♦ Promptly and periodically followed up on unpaid invoices by calling accounts to request payment.
- ♦ Processed accounting documents on accounting software's such as invoices, quotations, waybill/delivery note Purchase orders.
- ♦ Kept accounting spreadsheet up to date with client's information, payments, and other finance for organizational purpose.
- ♦ Produce monthly financial reports for director's showing company expenses, sales, and outstanding invoices.
- ♦ Operate various office machines such as printers, scanner, and fax machines.
- ♦ Work hard to learn all required tasks quickly to maximize performance.
- ♦ Drove team success by completing jobs quickly and accurately.
- ♦ Corrected issues efficiently to maintain productivity goals.
- ♦ Look for a way to go above and beyond job requirements.

COMPANY: ONOMIS FOOD AND BEVERAGES (CHICKEN REPUBLIC DELTA MALL)September 4th 2018 - January 2019**POSITION: INTERNAL AUDITOR/SUPERVISOR****RESPONSIBILITIES**

- ♦ Conducted monthly, weekly, or daily meetings with staff to communicate training opportunities, improvement required and appraisals.
- ♦ Set daily goals, such as sales, performance and budget based on previous performance and forecast.
- ♦ Prepare and submitted sales and performance reports to directors or head office when required.
- ♦ Assisted in the hiring of new employees, carrying out tasks such as selecting CVs, interviewing candidates and hiring new talent.
- ♦ Maintained excellent working relationship by providing extra coaching, training, and support to struggling individuals.
- ♦ Supervised execution of productions to sales activities, and managing cash budget.
- ♦ Administered account payable and account receivable functions, daily cash reconciliation, returned merchandise approval, sales reporting, invoicing and budget management.
- ♦ Ensure employees stayed in line when company best practices and safety regulations by contentiously monitoring operations.
- ♦ Communicate with employees to obtain a better understanding of improvements required and success.
- ♦ Conducted quarterly staff training in matters such as first aid and safety regulations as instructed by company policies.
- ♦ Manage employees matters, including work schedules, holidays requests and complaints in a timely and efficient manner

- ♦ Interfaced with customers to articulate product value and educate customers on features.
- ♦ Fostered relationships with clients to expand business and enhance client's satisfaction.

NATIONAL YOUTH SERVICE CORPS

May 23rd 2017 to April 23rd 2018.

SIR FRANCIS IBIAM GIRL'S GRAMMAR SCHOOL

POSITION: Mathematics, Business Studies, And Accounting Teacher.

RESPONSIBILITIES:

- ♦ Preparing lesson plan and note every week for students.
- ♦ Teaching and testing the ability of the students at the end of each term.
- ♦ Organize social enlightenment programs and creating awareness on social vices such as, HIV, Hard drugs, etc. For Students, youths, and communities around.

COMPANY: RHERIENE MABAMIDJE & CO. (Chartered Accountant)

January 10th 2012 - December 24th-2014.

POSITION: Industrial Training Program (IT)

RESPONSIBILITIES:

- ♦ Quality checks Supervise raw materials supplied to the quality control department.
- ♦ Ensure inventory of materials level are sufficient to meet production schedule.
- ♦ Coordinates the transfer of raw materials, parts and finished product between various production and External warehouse.
- ♦ Quality control and monitoring of fabrication works to ensure they met up to the design standard
- ♦ Preparing necessary document per stage of work
- ♦ Prepare bill of materials
- ♦ Prepare daily and weekly reports of task
- ♦ Archiving Engineering documents and general documents in a disciplined method
- ♦ Maintaining technical data sheets of materials.
- ♦ General supervision of work.

STRENGTH AND SKILLS:

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|---|----------------------------------|
| ▪ Invoicing. | ▪ IT proficient. |
| ▪ Expenditure monitoring and reporting. | ▪ Audit methodologies |
| ▪ Payment processing | ▪ Record management |
| ▪ Payment and transaction analysis. | ▪ Data collection |
| ▪ Operation monitoring | ▪ Team Building |
| ▪ Verbal and written communication. | ▪ Analytical mind |
| ▪ Goal - oriented. | ▪ Excellent attention to details |
| ▪ Data analysis | ▪ Reporting and auditing |
| ▪ Detailed Reporting. | ▪ Time management. |

PROJECT/RESEARCH

- **AN APPRAISAL OF BUDGET AND BUDGETING CONTROL IN THE PUBLIC SECTOR.**

INTERESTS AND ACTIVITIES

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| ▪ Reading | ▪ Researching |
| ▪ Travelling | ▪ Football |

REFEREES

1. MR GODSPOWER ODIHGBO

Internal Auditor at Bishops court, Warri Diocese Anglican Church
Warri,
Delta State.
Phone: 08166379077, 08028344707

2. MR. RHERIENE GODSPOWER MABAMIDJE Esq. MBA FCA

Managing Partner. Rheriene Mabamidje & Co. (Chartered Accountants)
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Delta state.
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3. MR. OTHUKE ONOME

Resident Pastor (Living Faith Church)
Winner's Chapel Akoko branch
Sapele.
Delta State.
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4. ENGINEER MR. OMEILI CYPRIAN CHIGOZIE

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