RACHEL KAREKONDE OPUBA

34, Sokoh Estate Road

Efurun, Warri -Delta State

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**OBJECTIVE**

To seek for a job in a globally, challenging and healthy work environment, where I can utilize my skills, creativity and knowledge, leverage on my experience and make significant contributions towards the achievement of organizational goals.

**PERSONAL DETAILS**

Gender: Female

Date of birth: 7th January, 1987

Nationality: Nigerian

State of Origin: Delta State

LGA: Isoko South

Marital Status: Married

Languages spoken: English, Isoko, American Sign Language (ASL),

**EDUCATIONAL HISTORY/QUALIFICATIONS**

|  |  |
| --- | --- |
| **Schools/Institutions Attended With Dates** | **Qualifications Obtained** |
| University of Benin, Edo State (2011 - 2014) | B.Sc Accounting **(Second Class Upper Division)** |
| Auchi Polytechnic (2009 - 2010) | National Diploma in Accounting Distinction **(3.58)** |
| Uwagboe Demonstration School (2001-2006) | Senior School Certificate Examination (GCE) |
| Obaseki Memorial School (1994-1999) | First School Leaving Certificate |

**MEMBERSHIP OF PROFESSIONAL ASSOCIATION(S)**

* Student Member, Institute of Chartered Accountants of Nigeria (ICAN- Professional Level)

**AWARDS**

**Be**st Grandaunt in Accountancy during 2009/2010 Academic Session (Auchi Polytechnic)

**WORK EXPERIENCE**

* **Accountant - Special Piping Materials Nigeria Limited (September 2020 - to date)**
* **Accountant – Divine Charity Clinic Limited (March 2019 – August 2020)**
* Review of Internal control, identifying areas of weaknesses and making necessary recommendations to management.
* Keeping/maintaining all relevant books of account and generating weekly/monthly report
* Processing all vendor payments
* Prepare invoices at the end of each month and carry out necessary follow up on all receivables to ensure timely settlement
* Ensuring that all statutory remittances (PAYE, PENSION, WHT) are made as at when due
* Preparation of payroll and processing of payment at the end of every month
* Handling all tax related matters with FIRS or State Board of Internal Revenue.
* Daily lodgment of cash and accounting for all monies received.
* Assisting in staff recruitment.
* Monthly budget preparation and monitoring
* Monthly financial forecast
* **Internal Audit Analyst – Ventoven Limited (February 2018 -February 2019)**
* Acting as verifying authority on all requisitions, procurements and petty cash requests.
* Carry out daily cash Call Over Audit across companies
* Assist in project budget monitoring and prepare budget performance/variance report
* Assist in identifying areas of financial and administrative weakness with value added recommendations
* Follow up on significant findings from previous audit engagement.
* Follow up on statutory compliance for all companies
* Support the Head, Internal Audit and Corporate Compliance to conduct risk assessment across companies
* Assist in the preparation of Monthly and Weekly report
* Conduct market surveys and vendor verification as the need arises
* Manage and update all internal controls policies across companies
* Support the head Internal Audit and Corporate compliance in driving the adoption of the process automation across companies.
* Act as reference person on process flow.
* Monthly Stock Count Across Companies
* **Audit/Accounts Officer-Cornel Okolo & Co Chartered Accountants (November 2016-January 2018)**
* Vouching of documents (receipts and payments) to substantiate transactions
* Preparation of Bank reconciliation statement
* Preparation of financial statements
* Processing Vendor bills and making payment using online banking system
* Preparation of monthly Payroll and payment of staff salaries
* Preparation and maintenance of Fixed Asset Register
* Review of internal control
* Computation and filing of statutory remittances ( PAYE,VAT, WHT)
* Stock-taking and inventory management
* Preparation and presentation of report
* File management and archiving
* Preparation of accounting manual and training of new staff on behalf of clients
* General administrative duties.
* **Tax Consultant – Pareto Strategic Consults limited. (January, 2016 – October, 2016)**
* Processing of Tax Clearance Certificate (TCC) for clients (Companies and Individuals/enterprise)
* Computation of Capital Allowance and Tax payable
* Filling of monthly returns with FIRS for clients and for the firm.
* Serving as Tax Audit Investigation representative
* Filling and follow up of acceptance certificate with the ministry of Trade and Investment
* **Account Teacher - NYSC (2014 – 2015)**
* Developing syllabus for overall structure of classes, collaborating curriculum and examination development as well as grading of all written work including examination final papers.

**SUMMARY OF SKILLS/ABILITIES AND PERSONAL QUALITIES**

* Advance Knowledge of Odoo ERP software
* Knowledge of Peachtree/Sage50 accounting software
* Knowledge of Med Assistant (Hospital Management System)
* Advanced knowledge of Microsoft Office tools and excellent keyboard skills
* Ability to analyze and interpret financial data
* Working knowledge of the IFRS and GAAP
* Creative, analytical, with strong numerical ability, and attention to details
* Excellent organizational and time-management skills
* Outstanding communication and negotiation abilities
* Ability to draft well-written, professionally presented documents
* Good interpersonal skills
* Self-motivated, focused and success-driven
* Readiness to be part of a team and work with a team to meet tight schedules
* Ability to work with little or no supervision
* Ability to adapt to and work in a multicultural setting
* High level of commitment, integrity and transparency

**RESEARCH PAPERS**

* The contribution of Taxes to Government Revenue in Nigeria
* Corporate Governance and Organizational Growth

**HOBBIES**

Reading, Music and Traveling

**REFEREES**

1. **Okolo Cornelius, B.Sc,FCIAN, CFAN, ACITN, FCA**

Managing Partner,

Cornel Okolo & Co. (Chartered Accountants), Abuja

08037011554

1. **Mr. Abdulganiyu Braima**

Senior Lecturer, Auchi Polytechnic

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