

## **HIGHLIGHTS OF QUALIFICATIONS**

Detail-oriented and highly skilled finance professional with over 6 years of diverse administrative and financial accounting experience. Proficient in full-cycle accounting, reporting, data analysis, on accounts payable management. Holds an MBA in Finance and a Bachelor's degree in Public Administration. Demonstrated leadership in overseeing financial operations, compliance, and team development within diverse industries. Proficient in a range of ERP accounting software like smart accounting and committed to continuous professional development.

## **SKILLS**

- Expertise in financial management, budgeting, and reporting
- Proficient in data analysis and knowledge management
- Strong communication and teamwork capabilities and strong attention to details
- Fluency in English with proficiency in Microsoft Excel, Power BI, SQL, Python

## **PROFESSIONAL DESIGNATION & CERTIFICATION**

- |   |         |
|---|---------|
| • Chartered Professional Accountant (CPA)     | In view |
| • Certified Business Analyst (CBAP)           | 2022    |
| • Certified Information System Auditor (CISA) | 2021    |
| • Project Management Professional (PMP)       | 2021    |

## **EDUCATION**

- |  |         |
|--|---------|
| • Lighthouse Labs (Diploma in Data Analytics)  | In view |
| • Masters in Business Administration (Finance) | 2017    |
| • Bachelor's of Science Public Administration  | 2011    |

## **PROFESSIONAL EXPERIENCE**

### **Administrative and Finance Support**

**Ministry of Justice, Government of Saskatchewan, Canada      Dec. 2023 – till date**

- Lead financial budget planning and management, ensuring adherence to ministry standards and regulatory compliance.
- Develop comprehensive financial reports and presentations for stakeholder communication and decision-making support.
- Coordinate and manage knowledge-sharing initiatives, enhancing cross-departmental collaboration and process improvement.
- Organize and oversee administrative tasks, including meeting coordination, data entry, and travel arrangements.
- Manage a digital filing system that streamlines workflows and provide robust support to program managers.

## **Youth Support Worker**

**JCL Care Foundation | Saskatoon, Canada**

**Feb. 2023 – till date**

- Provide care and mentorship to at-risk youth, fostering a supportive and positive environment.
- Assist in the development and implementation of individualized care plans, focusing on personal growth and social skills.
- Facilitate group activities and workshops, promoting engagement and positive interactions among youth.
- Monitor and document daily activities and progress, providing valuable feedback for program enhancements.

## **Cost Control Analyst (Assistant Manager)**

**Federal Mortgage Bank of Nigeria | Abuja, Nigeria**

**Oct 2022 – Mar. 2023**

- Led the implementation of cost control systems for bank projects, improving financial accuracy and efficiency
- Collaborated with project and finance teams to develop project-related budgets and forecasts.
- Monitored and analyzed project costs against budgets, providing insights and recommendations to management.
- Liaised with procurement and finance departments to ensure accurate capture and reporting of project costs.

## **Project Finance Accountant**

**Federal Mortgage Bank of Nigeria | Abuja, Nigeria**

**Mar. 2019 – Oct. 2022**

- Managed and reported on project-related financial activities, ensuring compliance with accounting policies.
- Prepared timely reports on project profitability, highlighting potential areas of concern.
- Conducted monthly reconciliations of payment and purchase orders, ensuring accuracy and transparency.
- Enhanced customer relations by providing responsive and effective resolution to inquiries.

## **Financial Reporting and Analytics**

**Federal Mortgage Bank of Nigeria | Abuja, Nigeria**

**Nov. 2017 – Mar. 2019**

- Prepared monthly financial reporting for various units, providing key insights for strategic decision-making.
- Analyzed budget variances, presenting accurate and timely reports to management.
- Maintained and monitored cash forecasts, optimizing financial resources.
- Supported external and internal audit processes, ensuring the availability of necessary documentation.

## **Budget and Finance Officer**

**Federal Mortgage Bank of Nigeria | Abuja, Nigeria**

**Sept. 2016 – Nov. 2017**

- Managed budget preparation and monitoring, ensuring alignment with organizational financial objectives.
- Prepared financial allotments and managed fund allocations to ensure proper expenditure control. Oversaw budget implementation, recommending fund reallocations as needed.
- Managed extra-budgetary resources, ensuring compliance with regulations and policies.
- Monitored expenditures against approved budgets, maintaining strict budgetary control.

## **Accounts Receivables & Payables Specialist**

**Federal Mortgage Bank of Nigeria | Abuja, Nigeria**

**Oct. 2014 – Aug. 2016**

- Managed the full cycle of accounts receivable and payable, including invoicing and payment processing.
- Maintained accounting ledgers, ensuring accurate financial records.
- Processed and verified transactions, preparing disbursements and authorizations for payments.
- Developed and maintained strong customer relationships, enhancing satisfaction and payment timeliness.

## **Accounts Payable Supervisor**

**Krystal Digital Solutions | Lagos, Nigeria**

**Oct. 2012 – Sept. 2014**

- Processed invoices and expense reports, ensuring accuracy and timely payments
- Reconciled vendor statements, resolving discrepancies to maintain vendor relations
- Assisted in month-end closing procedures, contributing to financial reporting accuracy.
- Maintained an organized filing system for accounts payable documentation, ensuring data integrity and accessibility.

## **REFERENCE**

Available upon request