

MUSTAPHA ABDULLAHI SHINA

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PROFILE Analytical and Capable of accurate preparation, analysis, and reporting of financial statements, data management and business advisory services.

SUMMARY Refined skills in financial modelling, budget preparation, audit and assurance, tax management and planning, monitoring and evaluation, business valuation, investment analysis, financial management, with extensive skill set including effective team management, process improvement, solution implementation and client relationship cultivation.

Experienced in working with multi-cultural teams, with enthusiasm in approaching challenges from many angles to deliver effective solutions.

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| SKILLS | • Financial Reporting | • Tax Management | • Teamwork |
| | • Financial and Data Analysis | • Office Administration | • Report Writing |
| | • Auditing | • Budget Preparation | |
| | • Business Advisory | | |
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- TECHNICAL SKILLS**
- Microsoft Office Suite (Word, Accounting Software; QUICKBOOKS, Excel, and Power point)

- KEY ACHIEVEMENTS**
- Enhanced the accounting system of Queens Specialist Hospital for ensured accountability and transparency
 - Reduced overhead expenses of the hospital through proper budgetary spending and control.
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WORK EXPERIENCE

Accountant/Billing Officer –QUEENS SPECIALIST HOSPITAL.ABUJA) MARCH 2021– Present.

- Prepared accounts payable for payments, coding, and approval of invoices, process recurring payments
- Prepared monthly payroll and statutory returns and ensuring compliance to all monthly, quarterly and annual reporting, payments and submission deadlines.
- Prepared the company's monthly management accounts.
- Prepared payroll audit files for compliance, internal and external audits.
- Determined payroll liabilities by calculating employee federal and state taxes, insurance, employee compensation etc.
- Handled all payments to suppliers and accurately enter daily payment activities (credit, insurance, cash check, and payment for previous visit) into software management system.
- Maintained petty cash logs, receipts and balances.
- Assessed financial impact of proposed services, programs, and monitors financial cost/benefit of existing programs and services.
- Engaged in direct operation with the principal partner of the firm.

Accountant/Project Manager – (DEECLINE LIMITED MAITAMA.ABUJA) MARCH 2019 TILL FEBRUARY 2021

- Ensured financial book-keeping are properly managed.

- Involved in Keeping and maintaining of necessary financial records such as the cash book, the petty cash vouchers etc.
- Ensured the preparation of necessary financial statement such as the Income Statement, statement of financial position and any other report as it may be requested by the management.
- Engaged in monthly preparation staff salaries and ensure adequate remittance of deductions to the tax authorities (PAYE)
- Manage the project stocks
- Engaged in Keeping the adequate report on project
- Carried out any other assigned task as it may be directed by the management.

Assistant Accountant- TUNDE VENTURES KADUNA 2011– 2013

- Tasked with the responsibility of preparing cash books, general ledger and cash advances renditions.
- Engaged in the Supervision and Monitoring of all records .
- Involved in Preparing invoice for clients
- Ensured department focus on organization profitability
- Fully responsible for Preparing payroll for staff
- Ensured effective use of business funds
- Involved in Recording of day to day vouchers

EDUCATION •

HND ACCOUNTING. The Federal Polytechnic Kaura-Namoda Zamfara State

Second Class Division.

2015

- **Ordinary National Diploma (OND) ACCOUNTING. The Grace Polytechnic Surulere-Lagos State 2010**
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TRAINING AND CERTIFICATIONS

- **Reading Financial Statements (Corporate Finance Institute) 2021**
- **Economics of Capital Market (Corporate Finance Institute) 2021**
- **Accounting Fundamentals (Corporate Finance Institute) 2021**
- **Microsoft Excel Crash Course for Finance Professionals 2021**

PROFESSIONAL MEMBERSHIP

- **THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN) - Student Member**
- **CORPORATE FINANCE INSTITUTE (CFI-CANADA)**
Financial Modelling and Valuation Analyst (FMVA-in view) 2021
- **FINBOARD AFRICA**
Diploma In QuickBooks Accounting 2021

REFEREE

AVAILABLE ON REQUEST.