

# UGOCHUKWU, MIRACLE EBELE

#12 Aimasiko Street, Off Afariogun Street, Oshodi, Lagos.  
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## OBJECTIVE

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A dynamic graduate of Accounting with relevant skills in Book Keeping, Data Base Administration and Customer Relationship Management, combined with technical, analytical and interpretation skills who seeks to drive excellence, professionalism and profitability within an organization, in order to provide solutions that deliver high commercial values in the business world.

## PERSONAL INFORMATION

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**Sex:** Female  
**State of Origin:** Enugu  
**Marital Status:** Married

## EDUCATIONAL QUALIFICATION

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National Youth Service Corps	2012-2013
University of Nigeria, Nsukka B.Sc. Accounting (Second Class Honours, Upper Division)	2007-2011
Queen of the Rosary College, Onitsha (SSCE)	1999-2005
Anyaegbunam Memorial Primary School, Onitsha First School Leaving Certificate	1993-1999

## SKILLS

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- ❖ Ability to work with minimum or no supervision.
- ❖ Good organizational skills.
- ❖ Good knowledge of some (accounting) work software such as DBSS, Dropbox, Kashflow and Meistertask.
- ❖ Keen attention to details and target oriented
- ❖ High ethical standards and integrity.
- ❖ Teachable and a willingness to share knowledge as well.
- ❖ Good communication and interpersonal skills
- ❖ Ability to work independently and also in a fast-paced team.
- ❖ Ability to manage time effectively and keep confidential report
- ❖ High level of integrity, transparency and respect for people.
- ❖ Commitment to work with evident result.

## **PREVIOUS EMPLOYMENT**

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### **IQ Logistics & Haulage Limited**

September 2016 to date

- Raise a purchase order on Kashflow for purchases and payments made
- Update haulage and e-commerce account on dropbox.
- Update air waybill manifest, contact clients on their consignment status, follow up on their payment and confirmation, for immediate release once cleared and delivered.
- Review customer's invoice before releasing goods
- Employ Kashflow accounting software in the preparation of invoices, and submit to our haulage suppliers (Cadbury, Uac Foods, Deli Foods, A&P Foods, Xpression, Crown Flour Mill Ltd, Sonnex Packaging Nig Ltd, Prima Cotporation Ltd) for payments. Follow up with payment and reconcile accounts.
- Update information and record activities in haulage department: trucks parts purchase, payments by our suppliers, trucks trip destination, goods to deliver and quantity, supplier's name, trucks repair and maintenance...
- Reconcile bank statements with company's records monthly or when needed
- Prepare monthly payroll for staff and send for appraisal
- Receive drivers and motor boys' allowance requests, carry out initial review and forward to the management for approval and payment.
- Maintain a comprehensive record of all approved and paid bills, allowances and invoices
- Prepare a report on drivers' assessment, monthly and quarterly, and communicate same to the management.
- Record IQ distributions sales and update inventory account.
- Audit and reconcile our e-commerce transactions (Jumia and Konga)
- Maintain an accurate and up-to-date record of all sales orders issued to customers.
- Confirm customer deposit into our bank account and post against customer's account
- Identify irregularities in the customer account reconciliation and work with the relevant Sales and Marketing staff to resolve these issues. Post necessary entries to correct errors/irregularities identified in customer account reconciliation
- Note customers that default with payment terms, issue warning letter(s) to them, and advise the sales representative against resupply
- Generate monthly e-commerce sales and transactions report (Jumia and Konga) to aid management decision making.
- Resolve queries on customer account and provide account history where required
- Generate customer ageing report and follow up with the customer to ensure payments are received
- Proactively and efficiently execute work plans or any other activity as approved by the management team
- Prepare agreed periodic activity and performance reports for the attention of the general manager and MD
- Reconcile customers payment with bank statement
- Contact debtors for payments, follow up till payment is received

**Nathan Ofoma & Sons Limited, Ogbunike.**March 26<sup>th</sup> 2014 - Oct 2014

(Mega Distributor of Nigerian Brewery Products, Key Distributor of Guinness and Diageo Products)

Position- Accountant (NB Plc)

- Recorded daily, cash and bank transactions.
- Recorded daily, drinks delivered to the company and the ones sold to customers; and also noted rejected ones and empties that were back loaded to the brewery.
- Took part in monthly stock taking of NB Plc products within and outside the warehouse.
- Was responsible for the monthly preparation of the company's profit and loss account, and was also in charge of the collection and analysis of Guinness and Diageo profit and loss account statements, and work out the net worth of the business which gets communicated to the Manager and Executive Director.
- Reported to our supplier via email, drinks delivered and ones not yet received, made sure the rejected drinks and empties back loaded were duly paid, also reported to the brewery customer care, cases of underpayment, followed it up till they were given proper attention,
- Had strong engagement in the development, implementation and evaluation of budgets for advertisement and promotional campaigns.
- Employed DBSS accounting software for accounting records.

**HOBBIES:**

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Reading, Listening to music, Sightseeing

**REFEREES**

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Mr Nwogwugwu Ifeanyi U.

Technology &amp; Digital Banking Compliance

2<sup>nd</sup> Floor, Head Office Annex

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Ilupeju, Lagos.

08034337303

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