

Curriculum Vitae

I am Humbly wishing your required position in your esteemed organization. Currently, I have worked for reputed organization in the Country and Local as well.

I am a qualified professional and have worked for many reputed firms and My experience ranges from Management Computing and Reporting, Project System Analysis, Costing, Budgeting, Programming.

I have a strong background in Computer Systems packages like Oracle in ERP, and believe that these skills would benefit the organization if I am humbly employed. Enclosed is my resume which further outlines my qualifications and Experience in detail. My sincere commitment is assured to any challenging Tasks I am offered to if given the opportunity to serve and I would appreciate the opportunity to discuss the Position with you if granted the privilege to add to your organization's Platform,

Thank you for considering me a candidate for this suitable Position in view.

Sincerely,

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Professional Strength:

Qualified Professional System Analyst with over 10 years of experience in areas of Management Computing, Systems Financial Reporting, CSA, Computer Budgeting & Variance Analysis, Cost Management, Systems Working Capital Management, Trade Finance & Treasury Management.

- Strong ability to initiate, introduce and manage new developments / systems / reports that seeks continuous improvement in the systems financial management of the organization. Experienced in start-up business, implementation of information systems.
- Proficient in conceptualizing & implementing qualitative CSA to the management. Rich experience in setting up the Computer backup Annual budgets and subsequent variance analysis providing a clear report to the management on focus areas.
- Proven ability to manage, supervise, motivate and develop staff including setting objectives, carrying out staff appraisals and identifying training needs.
- Profound experience of working in ERP environments – Oracle E Business Suite 11i & R12.

EXPERIENCE

Organization : **Exon Mobil (CONTRACT), Warri Delta State.**

Position : **Contracting systems analyzer.**

2010-12

Nature of Duties

- Review all company computer accounts on a monthly and quarterly basis to ensure compliance with general accounting principles and company procedures.
- Producing accurate computerized financial reports from Oracle and Ms word, analyzing and interpreting computer based financial information to specific deadlines.
- Information Management reporting at corporate level as well as day to day support to decision making towards company computer based operations.
- Managing all aspects of computer and information job cost administration for high profile projects.
- Conducting information reviews and evaluations for cost-reduction opportunities.

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- Managing company's computer based projects, monitoring and reporting systems.
- Managed all aspects of accounts receivable, accounts payable, and payroll.
- Cash flow management, monitoring, interpreting cash flows and predicting future trends.
- Approves cash disbursements by verifying check amounts against invoices, authorizing checks and wire transfers.

- **Rope Assess Certification & Management (IRATA LV)** Level 1 Rope Assessment Certification
Depense Nigeria Limited
- **Deep Water Certification (BOSIET)** Basic Offshore Safety Induction Emergency Training

Organization : **BIELIVERS LOVEWORLD INCOPORATED.**

Position : **Admin Staff/Information Analysis**

2005 – 2008

Nature of Duties

- Managing Church financial accounting, monitoring and reporting systems. Ensure smooth running of accounting function, delivering timely and accurate management reports.
- Analyze financial performance against key church business metrics and documents that will enable management to determine progress against budgets.
- Prepare timely detailed and quality monthly reporting pack, which monitors and evaluates financial church business performance. Monitor progress against plans and budgets to present Senior Management in monthly and quarterly meetings.
- Cash flow monitoring – submit accurate monthly cash flow statements, including cash in/cash out reports, monitoring and interpreting cash flows and predicting future trends.
- Developing strong internal controls to ensure proper implementation of systems and procedures.

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- Full involvement in the preparation of forecast s/budgeting process. Compiling full P/L, cost centre reporting, B/S and cash flows.
- Ensure regular follow-up with debtors for timely and effective realization of outstanding payments
- Overview supplier payments and staff reimbursement in a timely manner, ensuring all approvals and disbursement of payments are in accordance with the existing policies and procedures.
Manage and implement inventory control, - monitoring, and periodic stock count.
- Supervising and monitoring the activities of accounting staff to ensure the effective achievement of departmental objectives – setting individual objectives, managing performance, developing and motivating staff, formal and informal feedback and appraisal.

- Participating Interdepartmental meetings, supporting with feedbacks and financial advices for overall progress of company business.
- Liase with other departments for smooth and efficient functioning of church activities

Organization : **A&K Constructions Nigeria Ltd.**

Position : **Associate Casual Construction Supervisor staff**

2014 to 2015

Nature of Duties

- Ensuring up-to-date and accurate structural day to day performance and record keeping at the Just concluded New Central Hospital, Benin City and other project in Edo State and Abuja FCT.
- Make and keep records of Accounts payable, reconcile supplier statement and approval for disburse payments.
- Reconciliation and analysis of Balance sheet Accounts, Income statement, Cash flow Analysis.
- Project Monitoring, Project expense tracking, Consultants time and expense approvals, Overhead Allocations, Maintaining up-to-date Project cost sheets.
- Financial review of new Investment proposals.
- Budgeting , Cost & Variance Analysis
- Banking, Treasury and audit assistance.
- Assistance in the development of Accounting Policies &Internal controls.
- Financial Statements consolidation and Analysis, compliance with IFRS.

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Organization	:	City Cyber Systems, Asaba, Delta state Nigeria.	2002 -2006
Position	:	Systems Administrator and analyst	
Nature of Duties	:	<ul style="list-style-type: none">• Preparation of Monthly Accounts, Financial Statements and Reports in ERP (Oracle Financials) Package.• Accounts receivables & payables management.• Maintenance of various accounting records & files.• Monitoring Cash flows, Control systems & Business plans.• Co-ordination and liaison of company accounts with Banks, Debtors, Creditors.• Inventory Control.• Authority for sanctioning Purchases, Expense Payments and Inventory.• Budgeting & Budget analysis, Review and approval for requisitions against Budget availability, Expense Tracking & Management Reporting.• Participation in project plans, resource allocation and coordinating with project lead.• Work in progress calculation and accounting for projects, Review of staff time sheets and expenses.• Overhead allocation for various projects, preparing P/L for individual project, Project Analysis. Timely Invoicing upon project Completion. Reporting to General Manager on project appraisal, complete maintenance of project Records.• Audit Assistance.	

PROFESSIONAL & ACADEMIC QUALIFICATIONS

The Institute of Informations management, Lagos, Nigeria

- Certified System Administrator (CSA)
- Microsoft System Certified Administrator (MSCA)
- Microsoft Assess Certification
- Data Base Management
- Oracle Data Base Management
- Java and C, C++,C#, A+ Comptia
- Web Design, Management and Développment
- Home Automation and Business Automation Services
- **CDHR** - Member the Committee for Défense of Human Right Nigeria (CDHR)

Rope Asses Certification- Level 1 Basic Offshore Safety Certification

Primary Leaving School
Secondary School

Omo – girls Primary School, Ibusa, Delta State

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St August Collage, Ibusa, Delta State

University of Benin

1. Data processing in Computer Science (OND) - **Merit**
2. Bachelors Degree in Computer science. (BS.c) -

OTHER INFORMATION : Excellent skill in Computer Operations,
On Windows & MS. Office
Financial Accounting Packages- Oracle, Focus, Tally, Peach tree.

Membership : Member of the National association of Computer scientists.

Training : International Financial Reporting Standards (IFRS) by Ernst &
Young,
Corporate Fraud Control by Marcus Evans.

Digital divide : Computer usage in Primary and Secondary Education bridging the
systems) : Web design methodology and acceptability to field drilling (fuzzy

Date of Birth : 22.09.1989

Nationality : Nigerian

Marital Status : Married

Languages Known : English, Yoruba(Not Fluent), Igbo

Passport No. : Yes Available

Driving License : Valid Nigerian Driving License.

Reference:

Pastor Mr. Senor Okitiakpe Director Okiatikpe Independent Oil service/Business Owner-
08038922892

Mr. Benjamin Ubido Director Network Oil and Gas/Independent Oil services-----
08023564573

Mrs Victoria Ojei Teacher/ -----08107275785

Engr Clement O. Structural Engineer A&k Constructions Ltd /Independent Construction
Supervisor -----07038957106

Pastor Mrs. IB Udoise Pastor Christ Embassy, Siluko 1 Benin City -----08122243587