



ONUM, Daniel Ochai

Phone: 234 703 836 8811

15, Bambari Crescent, Zone 7, Wuse, Abuja, Nigeria.

Email: onumochai@yahoo.com and onumochai@gmail.com

LinkedIn Link: <https://www.linkedin.com/in/daniel-onum-b662a044>

Accounting | Finance | Control | Administration

Over 8 Years experience

A seasoned professional with an academic background in Accounting and focus in end-to-end accounting and finance services. Experienced in monitoring of day-to-day financial operations such as payroll, invoicing, financial management and reporting as well as expert use of accounting tools such as SAP and Excel.

A good problem solver with excellent people management skills, the ability to analyze issues from different perspective and proffer solutions

SKILLS AND ATTRIBUTES

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| <ul style="list-style-type: none">▪ High integrity▪ Strong work ethics▪ High Numerical▪ Analytical skills▪ Excellent Problem Solving Skills | <ul style="list-style-type: none">▪ Highly adaptable to change▪ Ability to work effectively in a team▪ Good interpersonal skills▪ Communication skills▪ Attention to detail |
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AREAS OF EXPERTISE

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| <ul style="list-style-type: none">▪ Cash Management▪ Cost recovery▪ Control and Auditing▪ Compliance Management▪ Tax and Payroll Management | <ul style="list-style-type: none">▪ Financial Analysis and Reporting▪ Budgeting and variance analysis▪ Revenue Assurance▪ Fraud Management▪ Accruals and reconciliations |
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TECHNICAL PROFICIENCY

- Microsoft tools (Word, Excel, Power Point)
- Accounting software (Quickbooks)
- SAP-ERP (FICO)
- Internet research skills
- Basic social media navigation

EMPLOYMENT HISTORY

ACCOUNTS OFFICER (Payables) at Greenville LNG Asokoro, Abuja, Nigeria 2018 to Date
Greenville LNG is a Liquefied Natural Gas producing company.

- Preparing and collating daily, weekly and monthly accounting reports.
- Maintaining and reconciling general ledger accounts.
- Providing technical support to the Accounts Team, and the Finance Director.
- Maintaining the general ledger accounts by monitoring journal entry preparation; preparing monthly accruals and entries, and reconciling accounts monthly.
- Assisting with daily vendor invoice posting/creating vendor liability.
- Monitoring funds disbursement to staff and vendors.
- Cash Transaction – Monitoring daily petty cash transactions/postings.
- Maintaining controls over accounting transactions.
- Completing internal audits of transactions as necessary.
- Reconciling financial discrepancies by collecting and analysing account information.
- Protecting the company's value by keeping information confidential.

ACCOUNTANT at Barvij International School Abuja.

2016 to 2018

BIS is a British Curriculum based Nursery and Primary school with international standard.

- Collecting and recording all cash inflows and outflows.
- Issuing receipts for payments received.
- Recommending financial actions by analysing accounting options.
- Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiating financial transactions by auditing documents.
- Maintaining accounting controls by preparing and recommending policies and procedures.
- Reconciling financial discrepancies by collecting and analysing account information.
- Preparing payments by verifying documentation and requesting disbursements.
- Maintaining customer confidence and protecting operations by keeping financial information confidential.

PROJECT ACCOUNTANT at Zuma Energy Nig. Ltd Gudu, Abuja

2015 to 2016

A mining, exploration and power generation company: a subsidiary of Eta-Zuma Group W/A

- Budget Preparation and Interim Financial Reports
- Maintenance of Accounting records and Preparation of Financial Statements
- Participation in the Preparation of Consolidated Financial Statements
- Preparation of Schedules to support Preparation of Financial Statement
- Preparation of Annual Financial Report for Management decision and Audit
- Analyzing and interpretation of general Financial Statement for decision making
- Monthly Statutory Payments to appropriate Authorities (FIRS, PFA etc.)
- Preparation of Monthly Cash Book Bank Reconciliations
- Preparing and collating daily, weekly and monthly accounting reports
- Managing financial records and reconciling general ledger accounts
- Maintaining the general ledger accounts by monitoring journal entry preparation
- Preparing monthly accruals and entries, and reconciling accounts monthly.
- Accounts Receivable –daily invoicing to customers.
- Accounts Payable –daily vendor invoice posting/creating vendor liability.
- Cash Application – Applying customer payments timely.
- Maintaining controls over accounting transactions.
- Conducting internal audits of transactions as necessary.
- Reconciling financial discrepancies by collecting and analysing account information.
- Protecting the company's value by keeping information confidential.

ACCOUNTS OFFICER at Angelos Foods Group, Lekki Phase 1, Lagos

2014 to 2015

Angelos Interbiz Limited is an airline catering and retail company.

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analysing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analysing account information.
- Prepares payments by verifying documentation, and requesting disbursements.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Contributes to team effort by accomplishing related results as needed.

Administrative/Account Officer at Wellfield Pyrodynamics, Yaba, Lagos 2012 to 2013
Wellfield Pyrodynamics Nig. Ltd. is a Telecommunication consultancy firm with a focus on Quality Assurance and laying of Fibre Optic cables for networks.

- Managing company database.
- Maintaining financial records.
- Supervising Administrative services and implementing policies and procedures.
- Personnel Management.

MD/CEO's Technical Assistant. (NYSC) at ZOOMmobile Nigeria, V.I., Lagos 2011 to 2012
ZOOMmobile Nigeria is a telecommunication company that provides voice and data services.

- Managing relationships with clients and maintaining a contact database of guests
- Handling official correspondences via telephone, mail, paper base and in person
- Schedule meetings, take minutes and provide executive assistance
- Office Administration and Facilities Management, maintenance and repairs
- Maintaining a pleasant and professional ambience for all visitors
- Interface with vendors and service providers such as insurance companies
- Accounting and office support
- Update appointment calendars, schedule and follow-up on appointments
- Arranging travel, visas and accommodation and, occasionally,
- Carrying out background research and presenting findings;
- Producing documents, briefing papers, reports and presentations;
- Ensuring that my manager is well briefed and prepared for all meetings
- Liaising with clients, suppliers and other staff.

EDUCATION

- B.Sc. Accounting Benue State University, Makurdi 2005 – 2009
- West African Senior School Certificate (WASSCE) 2003

PROFESSIONAL AFFILIATION

- Institute of Chartered Accountants of Nigeria In view

TRAININGS ATTENDED/ CERTIFICATES OBTAINED

- Master Class for Revenue Assurance and Fraud Management: ZoomMobile Nigeria 2012
- SAP (ERP) Training on FICO (Data Management software). 2015 – 2016

BIO DATA

Date of Birth:	7 th of October, 1981
Sex:	Male
Nationality:	Nigerian
State of Origin:	Benue State
Marital Status:	Single
Languages spoken:	English, Idoma, Hausa

HOBBIES: ■ Reading ■ Meeting people ■ Music ■ Researching ■ Athletics

RESEARCH PAPERS/PROJECT TOPIC: REVENUE GENERATION STRATEGIES IN BENUE STATE;
 A Case Study of Benue Investment Company Limited.

REFEREES: Available on request