

AKUBUONYEUKWU PRECIOUS IFEOMA

PERSONAL PROFILE

Home Address; Block B4,CBN estate 2 satellite town Lagos

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CAREERSUMMARY

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions.

WORKEXPERIENCE

Leadway Hotel Limited

Account Payable

April 2021- till date

- Keep track of all payments & expenditures, including payroll, purchase orders, invoices, etc.
- Reconcile processed work by verifying entries and comparing system reports to balances
- Verify payroll schedule and ensure that employees are credited as and when due
- Keep tab of paid bills to avoid the error of paying a single bill multiple time
- Facilitate the remittance of all statutory payments such as VAT, WHT, PAYE & consumption tax as and when due and also assist in filing of the hotels' tax returns such as CIT, TET etc.
- Generate weekly reports on status of hotel's expenses
- Ensure that all cash takings from the front office are lodged at bank promptly
- Summarize payments due and communicate cash needs to the financial controller for approval

Cardinal Security Services Limited

October2020–March2021

AccountPayable

- Monitoring and managing the company banks' relationships.
- Imprest funding and management
- Timely accounting and reconciliation of complex financial transactions with quickbooks
- Monitor, plan and manage the efficient utilization of the company's fund and also Domiciliary accounts.
- Ensure timely payment of all approved transactions.
- Raising and posting vouchers to the appropriate vendors account.
- Keeping track of all payments and expenditures, including payroll, invoices and

statements.

- Maintaining historical records
- Maintain confidentiality of organizational information
- Resolve invoice discrepancies and issues.

Cardinal Security Services Limited

April 2020- September 2020

Payroll Administrator

- Ensuring all payroll transactions are processed efficiently
- Collecting, calculating, and entering data in order to maintain and update payroll Information with nominal role
- Compiling summaries of earnings, taxes, deductions, leave, and non taxable wages and reporting on this.
- Compiling and calculating pension for Admin and clients staff.
- Resolving payroll discrepancies by responding to employee queries with respect to salaries or benefits on a timely basis.
- Manage compensation structuring and payroll adjustments and maintaining payroll operations by following policies and procedures
- Assist in loan Administration and management

Cardinal Security Services Limited

January 2020-March 2020

Credit control specialist

- Ensuring prompt preparation, submission and posting of invoices
- Preparation and monthly reconciliation of customer's statement of account
- Preparing financial documents such as invoices, bills, and account payable and receivable
- Proper review of contracts with company's interest in hind-sight
- Resolving queries both internally and externally around outstanding invoices
- File all cash and bank voucher and maintain voucher filing system such that files are updated
- Raising and posting vouchers to the appropriate vendors account
- Processing payment of voucher.
- Maintaining creditors records

Reputation Nominees

August 2019 – December 2019

Account Officer

- Cash and financial disbursement to various department for operational expenses.
- Prepare salary and Income tax reports.
- Prepare weekly reconciliation accounts and financial transactions.
- Take minutes at company meetings

- Prepare the weekly itinerary for the MD and schedule meetings and appointments
- Organize daily strategic meetings
- Carry out research work on prospective projects.
- Data Management and document filling

Sameek Design and Construction.

September 2018- July 2019

Account officer

- Analyzing the revenue and expenditure of the firm.
- Staff Payroll management and petty cash disbursement.
- Maintain financial records.
- Prepare weekly reconciliation accounts and financial transactions.

Captain Noah Limited.

October 2017-july 2018

Personal Assistant

- Effective communication with clients dealing with correspondence and phone calls.
- Manage diaries and organizing meetings and appointments, often controlling access to the manager/executive.
- Book and arrange travel, transport and accommodation.
- Organize events and conferences.

EDUCATION

2014–2017	University of Benin, Edo State BSc banking and finance
2006–2011	Kabe College, Festac Town, Lagos Senior School Certificate Examination
2001-2005	Central Bank Primary School First School Leaving Certificate

PROFESSIONAL QUALIFICATION

INSTITUTE OF CHARTERED ACCOUNTANT OF NIGERIA

- Associate Chartered Accountant –In view (skills level)

PROFESSIONALCOMPETENCE/ SKILLS

- Ability to prepare and reconcile accounts.
- Ability to control and maintain stress within a profitable timelimit.
- Good Management and leadership skills.
- Excellent verbal and written communication.
- Analytical abilities and aptitude in problem solving.
- Excellent organization and time Management skills.
- Good planning, multi-tasking and a teamplayer.
- Proficient in the use of MicrosoftWord, Excel, QuickBooks and Power point..

HOBBIES ANDINTEREST

Reading and Travelling.

REFEREES

Available on request.