

# ENAHOLU OSOBA

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## PERSONAL SUMMARY

I'm eager to take on new challenges and continuously learn, aiming to find a role that makes the most of my strong interpersonal skills and allows me to contribute effectively as part of a team. I am passionate about using my expertise to help drive organizational success while growing my career in the accounting and finance sector. I'm detail-oriented, proficient in accounting software and Excel, and looking to join a company that values professional growth and development. I excel at multitasking, meeting deadlines, and adapting to new situations, backed by strong problem-solving skills. I am committed to maintaining confidentiality and handling sensitive financial data with the utmost care, ensuring trust and security.

AREA OF EXPERTIES	KEY SKILLS
<ul style="list-style-type: none"><li>Microsoft Excel Advanced</li><li>Sage 50 Accounts, QuickBooks and Xero.</li><li>Management Accounting Profit &amp; Loss</li><li>Management Accounting Balance Sheet</li><li>Audit Assistance Monthly Journals</li><li>Accounts Receivables/ Accounts Payables</li><li>SAP</li><li>Costing Schedules</li><li>Management Accounting Report Pack</li><li>Budgeting &amp; Forecasting</li><li>Bookkeeping</li></ul>	<ul style="list-style-type: none"><li>Financial Reports Analysis</li><li>VAT Returns/CIS</li><li>Financial Statements</li><li>Financial management</li><li>Internal Reporting</li><li>Cash Flow Projections</li><li>KPI Summary Reports</li><li>Bank Statement Reconciliation</li><li>Month End Processes</li><li>Management Skill</li><li>Administrative Tasks</li></ul>

## WORK EXPERIENCE

### Finance Manager- Warmer Home Grants Ltd

Jun 2024-Current

- Responsible for processing purchase and sales invoices, ensuring accuracy and timely updates to financial records (15%).
- Monitor accounts to identify overdue payments and take proactive steps to address outstanding balances (10%).
- Contact customers to remind them of outstanding debts and maintain professional communication to facilitate prompt payments (10%).
- Negotiate payment plans with debtors, demonstrating strong interpersonal and negotiation skills (5%).
- Investigate and resolve payment discrepancies to maintain accurate and up-to-date financial information (5%).
- Prepare financial reports, providing valuable insights into the company's financial performance (10%).
- Maintain general ledgers, including accounts payable and receivable, ensuring the integrity of financial data (10%).
- Reconcile balance sheets, general ledgers, and bank statements to ensure accuracy and compliance with accounting standards (10%).
- Create depreciation schedules and payroll journals, supporting the accurate reflection of asset values and payroll expenses (5%).
- Manage weekly expense claims, processing them efficiently and accurately (5%).
- Process bank payments and ensure that all transactions are properly recorded (5%).
- Post credit card transactions to maintain up-to-date financial records (5%).
- Assist with the preparation of monthly management accounts, providing support in the financial reporting process (5%).

### Management Accountant Trainee - Future Connect Accountants

Aug 2023- June 2024

- Monitored and controlled operational costs, implementing initiatives that reduced expenses by 15% and optimized resource allocation to improve profitability by 10%.
  - Provided financial expertise in strategic planning, contributing to long-term business goals and increasing revenue by 20% in one year.
  - Prepared and analysed comprehensive cost reports using absorption and variable costing methodologies, leading to a 12% improvement in cost accuracy.
  - Conducted Cost-Volume-Profit (CVP) analyses, which informed strategic decisions that increased overall profitability by 18%.
  - Developed and implemented pricing strategies, including target costing, that boosted profit margins by 8%.
  - Developed and maintained accurate operational and financial budgets, enhancing resource allocation efficiency by 25%.
  - Managed month-end processes on Excel, mastering reversals and key journal entries, resulting in a 10% reduction in reporting errors.
  - Identified and analysed cost variances, leading to a 15% improvement in operational efficiency.
  - Provided financial analysis and recommendations that supported informed business decisions, driving a 20% increase in organizational success.
  - Liaised with external auditors during year-end audits, ensuring that all required documents were prepared and provided in a timely manner.

**Financial Accountant- AIR Flourish Travels and Tours Managers LTD- Nigeria**

May 2019-Aug 2022

- Conducted audits of various internal activities and procedures to ensure compliance with auditing standards, demonstrating attention to detail and adherence to regulations.
  - Collaborated with internal auditors to oversee the daily lodgement of cash into company accounts, ensuring accuracy and financial integrity.
  - Coordinated the data processing system with financial data to ensure effective, efficient, and accurate system operations, showcasing strong analytical and technical skills.
  - Provided advice on tax management for the hotel and served as a liaison with external tax authorities, facilitating communication and compliance with tax regulations.
  - Prioritized tasks effectively to meet deadlines and contributed to the timely and accurate preparation of financial reports, demonstrating time management and organizational skills.
  - Stayed updated on changes in accounting principles and software, continuously improving job performance and skillset, showcasing a commitment to professional development and excellence.

**Accountant-Kelsey Greene Properties LTD, Nigeria**

Aug 2017-Apr 2019

- Reviewed and analysed the current disbursement procedure for projects, focusing on recordings and postings to ensure accuracy and compliance.
  - Identified deficiencies in the existing system and implemented enhanced procedures to streamline operations and improve efficiency.
  - Revamped the reporting system to align with best accounting practices for project construction, facilitating better financial management and decision-making.

**Financial Accountant- Kelsey Greene Guesthouse and Parallel Bureau De Change, Nigeria**

Feb 2014- Jul 2017

- Audited a variety of internal activities and procedures to ensure compliance with prescribed auditing standards.
  - Collaborated with internal auditors regarding the daily lodgement of cash into the company account.
  - Provided advice on tax management for the hotel and served as a liaison between tax authorities and the organization on all tax matters.
  - Issued financial advice as needed to address liquidity challenges and support the business's financial stability.
  - Audited a variety of internal activities and procedures to ensure compliance with prescribed auditing standards.

- Coordinated the data processing system with financial data to ensure the system operated effectively, efficiently, and accurately.
- Provided assistance to bookkeepers to respond to questions and communicate updates to policies and procedures.
- Reviewed district internal processes and controls to ensure financial information was properly processed, reported, and safeguarded.

**Junior Accountant- Akintola Williams chartered accountants, Nigeria**

**Jun 2011- Dec 2013**

- Examined and interpreted the final financial statements, including the Trading and Profit and Loss Account, and Balance Sheet.
- Analyzed variances in performance, identifying potential causes and suggesting remedial actions as needed.
- Verified the alignment of budget preparation and implementation and monitored control measures.
- Conducted Cash Flow Analysis and projected future cash flows.

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**QUALIFICATIONS**

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**ACCA- (Part Qualified)**

<b>MSc Accounting and Finance</b> Sheffield Hallam University	2023
<b>Graduate of Nigerian Institute of Management/ Proficiency Certificate Management</b>	2009
<b>(BSC) Accounting</b> University of Benin	2007
<b>(OND) Accounting</b> University of Benin	2003

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**REFERENCES AVAILABLE UPON REQUEST**