

# HASSAN GBENGA SAMSON

NIM, IFA, AIPA

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## ABOUT MY CAREER

A skilled Accounting and Finance graduate with 15 years of experience in banking and manufacturing. Proven expertise in translating complex data into actionable insights for effective decision-making. Background includes Retail Micro Credit Scheme, Banking, Business Start-ups, and Manufacturing. Seeking an Accounts Administrator role to leverage strong financial acumen, organizational prowess, and multitasking abilities for precise and efficient financial operations in an organization.

## WORK EXPERIENCE

**Accounts Assistant Trainee** Jun 23-Current

### Future Connect Accountants

- Managing accounts payable and accounts receivable operations.
- Performing monthly reconciliation of supplier and customer statements.
- Inputting, recording, and printing invoice and credit note batches on the ledger.
- Preparing monthly CIS returns and overseeing contractors and subcontractors.
- Conducting monthly reconciliation of aged creditors to the creditors control account.
- Handling Making Tax Digital (MTD) compliance using platforms like Sage 50, QuickBooks, and Xero.
- Weekly reconciliation of all payments with bank statements.
- Supervising multi-currency transactions, direct debits, and allocations.
- Posting wages journals and maintaining Balance Sheet schedules (Prepayments, Accruals, Fixed Asset Register).
- Recording and processing fixed assets additions, disposals, and monthly/quarterly depreciation journals.
- Reconciling supplier statements and resolving discrepancies with suppliers.
- Monitoring the Purchase Ledger with weekly aged creditor reports and rectifying debit balances.
- Handling TAX, NI, PAYE, SSP, SPP, SMP, RTI submissions, and Pension Schemes using Sage 50 Payroll.
- Processing P45, starter checklist, and P60 information.
- Supervising the weekly payroll for clients, which includes commission calculations and deductions.
- Overseeing the absence recording system for holidays, sickness, and other leaves.
- Authorizing, coding, posting, and including invoices in the payment run promptly upon receipt.

**Admin/Accounts Staff** Apr 23-Current

### PSRS MANCHESTER LIMITED

- Implemented an automated ePay slip system using Excel Spreadsheet, allowing staff to review wages before payment.
- Restructured staff records using Microsoft Access, employing primary keys for efficient data management.
- Provided support to various departments by preparing reports, aiding in presentations, and coordinating projects.
- Successfully recovered debt through strategic client collaborations.

## ACADEMIC BACKGROUND

### MSC, ACCOUNTING AND FINANCE

UNIVERSITY OF SALFORD

### BSC ACCOUNTING (2ND CLASS UPPER)

OLABISI ONABANJO UNIVERSITY

### NATIONAL DIPLOMA (UPPER CREDIT ACCOUNTANCY)

FEDERAL POLYTECHNIC ILARO

## AREAS OF EXPERTISE

- Bank Reconciliation
- Marketing, Budget Process, Variance Analysis
- National Account Management Strategy, Business Customer Relationship Management (CRM)
- Build Strong Relationships, Quality Assurance, Risk and Compliance Management
- Contract Management, Business Management, Fixed Assets Management
- Internal Audit, AML Compliance
- SOX Compliance
- Stock Valuation
- Product Costing

## KEY SKILLS

- Sage Line 50
- XERO
- QuickBooks
- Sage Payroll
- Microsoft Office, Pivot Table
- Credit Control
- Detail Organization and Resolution
- Critical Thinking
- Problem Solving
- Communication
- Team Work

**Head of Account/Finance****2015 - 2022****LIBHAT PRINTERS**

- Cultivated and managed vendor relationships, skillfully negotiating contracts and ensuring punctual payments.
- Supervised comprehensive payroll administration and meticulously maintained employee records.
- Optimized accounting processes and introduced system enhancements for heightened operational efficiency.
- Conducted cash flow analysis, managed stock levels, performed risk assessments, and facilitated sales forecasting.
- Directed accounts payable and accounts receivable operations, encompassing invoice processing, payment collections, and vendor account reconciliation.
- Generated accurate financial reports and statements, including monthly reconciliations and aging reports.
- Collaborated in budget forecast preparation and diligently monitored budgetary performance.
- Worked closely with team members to rectify discrepancies, ensuring accuracy in financial data.
- Managed general administrative duties, including filing, data entry, and correspondence.

**Head of Branch Operations****2008 - 2015****STERLING BANK PLC**

- Provided top-notch customer service, addressing inquiries, resolving issues, and offering information on banking products.
- Handled account operations, including new accounts, transactions, updates, ensuring compliance with regulations and policies.
- Conducted financial analysis for risk assessment and lending term determination.
- Implemented sales and cross-selling strategies for bank products and services.
- Managed compliance and risk, ensuring adherence to regulations, monitoring transactions for suspicious activities.
- Led and guided a team of bank staff, offering coaching, training, and performance monitoring.
- Ensured seamless banking operations, including cash management, account reconciliation, and process enhancements for efficiency.

**Loan Officer****2007 - 2008****JUSTICE DEVELOPMENT AND PEACE**

- Evaluate loan applications, assessing creditworthiness, financial history, and relevant factors to determine eligibility.
- Recommend suitable loan options based on applicants' financial situation, creditworthiness, and available loan terms.
- Guide applicants through the loan application process, providing information on required documentation, deadlines, and associated costs.
- Cultivate and sustain relationships with clients, financial institutions, and stakeholders to promote lending services and foster new business opportunities.

**Accountant****2006 - 2007****GEMINI PHARMACEUTICAL COMPANY**

- Maintained accurate financial records and ensured bank statements were reconciled in compliance with company policies.
- Prepared monthly financial reports, including balance sheets, income statements, and cash flow statements.
- Assisted in budgeting and forecasting, analyzing variances, and proposing corrective actions.
- Collaborated with cross-functional teams to resolve financial discrepancies and ensure seamless operations.
- Supported annual budgeting processes and financial reviews.

**CERTIFICATIONS**

- **CHARTERED INSTITUTE OF FINANCIAL ADVISORY**  
(In view)
- **CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTING** (In view)
- **INSTITUTE OF FINANCIAL ACCOUNTANT** Member
- **AUSTRALIA INSTITUTE OF PUBLIC ACCOUNTANTS** Member
- **NIGERIAN INSTITUTE OF MANAGEMENT CHARTERED** Member

**CERTIFICATIONS**

- **POWER BI FOR FINANCIAL DATA ANALYTICS**  
Coursera Network, U.S.A
- **DATA ANALYTICS**  
Shaw Academy, Ireland
- **MICROSOFT OFFICE SUIT**  
University of Uyo
- **SAGE LINE 50 ACCOUNTING PACKAGE**  
University of Salford

**REFERENCES AVAILABLE UPON REQUEST**