

ENAHOLO OSOBA

Phone number +447368823518; Email enaholoosoba@yahoo.com; Postcode M22 9AN

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

- Microsoft Excel Advanced
- Sage 50 Accounts, QuickBooks and Xero.
- Management Accounting Profit & Loss
- Management Accounting Balance Sheet
- Audit Assistance Monthly Journals
- Accounts Receivables/ Accounts Payables
- SAP
- Costing Schedules
- Management Accounting Report Pack
- Budgeting & Forecasting
- Bookkeeping

KEY SKILLS

- Financial Reports Analysis
- VAT Returns/CIS
- Financial Statements
- Financial management
- Internal Reporting
- Cash Flow Projections
- KPI Summary Reports
- Bank Statement Reconciliation
- Month End Processes
- Management Skill
- Administrative Tasks

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 Paralex 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.

QUALIFICATIONS

ACCA- (Part Qualified)

MSc Accounting and Finance
Sheffield Hallam University

2023

Graduate of Nigerian Institute of Management/ Proficiency Certificate Management

2009

(BSC) Accounting
University of Benin

2007

(OND) Accounting
University of Benin

2003

REFERENCES AVAILABLE UPON REQUEST
