


HASSAN GBENGA SAMSON

NIM, IFA, AIPA

 hassangbenga23@gmail.com

 07776551802

 gbenga-hassan-1168a5221

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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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