

NWABUEZE, IKENNA OKECHUKWU

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OBJECTIVE: To seek for a position in a stable organization that offers opportunities for growth and development, Where I can also contribute to the continued growth of the organization through my acquired experience and skills.

QUALIFICATION

University Of Nigeria – BSc. ACCOUNTANCY

2004

NATIONALITY:	NIGERIAN
GENDER:	MALE
RELIGION:	CHRISTIAN
MARITAL STATUS:	MARRIED
LANGUAGE:	ENGLISH
VISA STATUS:	VISIT
PASSPORT NO:	A09959679

SKILLS AND STRENGTHS

- Multi-tasking and hardworking
- Self -motivated and confident
- People Management
- Detail oriented and cooperative
- Integrity and self-control
- Good time Management
- Works towards achieving lasting results
- Problem solving

WORK EXPERIENCE:

Reliable Agrobases Industries Ltd.

Current Position: Accounting/Finance Officer

August 7th 2018 Till Date

- Involved in preparing budgets, forecasts and business planning.
- Controls operational costs and expenses, disbursements of cash and receipts and handles other AR and AP transactions.
- Ensures proper bookkeeping of all transactions and allocates to appropriate general ledger.
- Prepares profit and loss account, balance sheet and cash flow statements
- Reviews vendor invoices for payment.
- Manages and controls customer's accounts daily regarding payments made into company accounts and value of pickups to ascertain their balances daily weekly and monthly.
- Monitors and updates costs of different production line items to ascertain profitability during and after sales.

Pepperoni Foods Limited, Port Harcourt

Position: Head Internal Audit

September 11th 2017 till August 6th 2018

DUTIES AND RESPONSIBILITIES :

- Ensures implementation of internal control policies and procedures to ensure compliance at all levels and promotes operational efficiency and transparency in all departments.
- Audits all business outlets and spot checks outlet auditors within and outside the region.
- Analyzes new products to determine profitability.

Le Meridien Ogeyi's Place, Port Harcourt

Position: Credit Control/Accounts Receivable Officer

April 2016 Till August 2017

DUTIES AND RESPONSIBILITIES :

- Reconciles daily credit card transactions.
- Places request for settlement details of credit card transactions from authorized bodies and ensure that bank accounts are credited accordingly.
submission of invoices to clients for due payments.
- Handles postings to client's accounts for settled credit card transactions and issued cheques.
- Handles client's refunds for credit card transactions and bank transfers for bank deposits.
- Raises journals at month-end for senior accountant, to ascertain total payments from clients.

Le Meridien Ogeyi's Place, Port Harcourt**Position: Cost Controller**

Jan 2014 Till March 2016

DUTIES AND RESPONSIBILITIES :

- Captures total values of purchased items daily.
- Examines all food and beverage invoices, Verifies quantities ordered and received.
- Prepares cost analysis for overseas purchases in order to ascertain landed unit cost of purchased items, to also enable AP close said transaction on ERP system.
- Raise journals at month-end to allocate costs incurred by all departments through store requisitions from general ledger postings.
- Ensures daily revenue corresponds with sales posted on micros software by deducting current opening stock from previous days total stock.
- Monitors and cuts down slow moving items during purchases.
- Coordinates month end inventory counts in stores, production points and all sales areas.

Le Meridien Ogeyi's Place, Port Harcourt**Position :Receiver/Assistant Accounts Payable Officer**

August 2010 Till Dec 2013

DUTIES AND RESPONSIBILITIES :

- Handles physical receiving of items, goods and services from vendors.
- Process and post vendor invoices with backups on ERP system and forwards hard copies to AP supervisor, for payment proper.
- Handles postings to stock accounts and other general ledger accounts appropriately.
- Handles postings of invoices of items purchased through floats for the purchasing department to appropriate accounts for retirement purposes.
- Keeps accurate records of all goods delivery and payments.

Senasons Engineering, Enugu**Position :Warehouse/Inventory Supervisor**

February 2007 Till August 2010

DUTIES AND RESPONSIBILITIES :

- Control records of goods received. And issued out from the store to ensure completeness and accuracy of total stock on ground daily.
- Undertake monthly stock count to reconcile physical stock in store with system quantities.
- Interfaces with Internal control department to conduct comprehensive weekly stock counts.
- Updates records with new stock

PROFESSIONAL CERTIFICATIONS

- Associate Member Chartered Institute of Financial and Investment Analyst.
- Member Chartered Institute of Purchasing and Supply Management Nigeria

HOBBIES:

- Reading, Meeting people and understanding cultural backgrounds