

Anita Asein

Chartered Accountant

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I am a Chartered Accountant with experience in preparation of financial statements, bank statement analysis, payroll and fixed asset computation. I adapt to constantly evolving accounting processes and I'm looking to secure a career opportunity in the finance sector that will allow for progress in terms of expertise, development, and innovation through exposure to new ideas for professional growth, as well as the growth of the organization.

Experience

UHY Maaji & Co

OCTOBER 2019 - JULY 2020

Audit Trainee (Post NYSC)

- Prepared financial statements (Trial balance, management account) for clients after reconciling their bank statement to the financial records.
- Handled/ analyzed client's bank statements.
- Worked under supervision of auditors to develop working knowledge of company's audit approach, tools and methods.
- Prepared/ verified PAYE computations. staff pension and deductions.
- Prepared/ verified fixed assets (the cost, depreciation charges/ accumulated depreciation, net book value, physical existence)
- Documented/ participated in inventory/ stock taking.

UHY Maaji & Co

NOVEMBER 2018 - OCTOBER
2019

Audit Intern (NYSC)

- Handled/ analyzed client's bank statements.
- Vouched expenses, sales.
- Prepared/ verified PAYE computations. staff pension and deductions.
- Prepared/ verified fixed assets (the cost, depreciation charges/ accumulated depreciation, net book value, physical existence)
- Documented/ participated in inventory/ stock taking.

Education

Babcock University

2013 - 2018

Bachelor of Science in Accounting

Second Class (Upper Division)

Emerald college

2008 - 2013

WASSCE certificate

Skills

- Excellent communication skills
 - Time management
 - Team work
 - Excellent numerical skills
 - Adaptability
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Certifications

**Microsoft Office Applications, CRM,
Project management**

JUNE 2018

New Horizon

Certificate of Membership

DECEMBER 2016

Association of Accountants Technician of West
Africa (AATWA)

Associate Chartered Accountant (ACA)

The Institute of Chartered Accountants of Nigeria

Recommendations

Available on request
