

PROFILE

A success driven, energetic finance professional with the ability to manage financial operations. Proven track record of accomplishing challenging goals and creating value by setting vision and focus to succeed.

My candidature, apart from technical skill set, ticks several boxes in terms of Intellect, Leadership, Passion and Ethics.

CONTACT



**Atlantic View Estate, off New Road,
Lekki-Lagos, Nigeria**



**07030281924
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PERSONAL DATA

Date of Birth: 22nd May, 1993
State of Origin: Cross-River
Sex: Female
Marital Status: Single

HOBBIES

Travelling/Networking
Reading
Working out
Exploring

OGAH, LYDIA USHANG (ACCA in view)

WORK EXPERIENCE

FINANCE OFFICER – DANGOTE PROJECTS LIMITED & DANGOTE OIL REFINING COMPANY LIMITED (NOVEMBER 2018 TILL DATE)

DANGOTE OIL REFINERY COMPANY LIMITED

- Timely Processing and posting of vendor invoices on SAP
- Preparation of bank letters and posting of payments on SAP
- Active participant in the annual financial audit of the subsidiary by ensuring that all information requested for by Deloitte, are provided and reconciled accordingly.
- Liaison officer with Tax department/Consultant for Annual Tax Return Filing and Transfer Pricing for the division.
- Responsible for Inter-Company Reconciliations.
- Reviewing and applying contract regulations, contract and NFAs validation to avoid error or fraud related activities in the payment of invoices.
- Reconciliation of all Vendors Accounts weekly to ensure prompt payment of accounts payables and also avoid duplications.
- Generating monthly report on Freight, Shipping, Terminal and Haulage Charges to the Chief Financial Officer (CFO).

DANGOTE PROJECTS LIMITED

- Responsible for coordinating and facilitating registration and remittances to statutory bodies such as NSITF, PAYE, Pension for the division.
- Liaison officer with Tax department/Consultant for Annual Tax Return Filing and Transfer Pricing for the division.
- Active participant in the annual financial audit of the subsidiary by ensuring that all information requested for by Deloitte, are provided and reconciled accordingly.
- Responsible for bank reconciliations.
- Responsible for processing and payment of all invoices, intercompany settlement and reconciliation between Dangote Projects and other concerned subsidiaries.
- Preparation of bank letters and posting of payments on SAP
- Coordinates and track payment progress relating to the vessels owned by DIL in US and Nigeria.

- Reviewing and applying contract regulations, contract and NFAs validation to avoid error or fraud related activities in the payment of invoices.
- Coordinating Imprest and retirement of the cash float for the division.
- Processing of monthly payroll for all staff, coordinating the transfer orders of remuneration and remittance of associated statutory deductions such as Pension, NSITF, PAYE.
- Reporting.

Coordinating statutory registrations/ reviewing and resolving urgent matters relating to smaller SBUs such as Dangote-Saipem, Integrated Steel, Dangote Exploration and Assets Limited and Dangote Power.

ACCOUNT OFFICER – JOHN HOLT PLC, GROUP HEAD OFFICE (FEBRUARY 2016 – OCTOBER 2018)

As an account officer in the operations, I was tasked with the responsibility of coordinating pre-sales and post-sales operations whilst acting as a liaison between the sales team, clients and management in all John Holt branches in Nigeria.

- Provided all information to field sales team and also as a liaison between sales representatives, clients, internal department and the management.
- Responsible for generating dummy and final deal sheets, which shows the margin analysis and profitability of all prospective and closed transactions.
- Responsible for creating sales related supporting documents such as Invoices and Receipts on the company's ERP.
- Carried out billing, collection and reporting activities according to specific deadlines on goods and services provided to clients.
- Tracked all incoming cash for sales and services, allocated charges to their cost centers; product, delivery, WHT/VAT, Installation/Commissioning.
- Monitored customers' account details for non-payments, delayed payments and other irregularities using the aging report.
- Confirmed authenticity of invoices received from vendors and reconciled against generated purchase order for processing and payments.
- Responsible for price surveys between suppliers and competitors.
- Generated purchase order for issuing payments and coordinated delivery of all items purchased.

- Corresponded with vendors and resolve all discrepancies.
- Interfaced with the Logistics unit to ensure prompt deliveries of all sold products.
- Responded and Resolved all mail queries and inquiries accordingly.
- Generated various Management Reports such as;
 - **Daily Tracker Report**
 - **Customers' Complaints Report**
 - **Monthly Sales Report (Nigeria and Liverpool Office)**
 - **Stock Report**
 - **Sales Incentive Report**
 - **Individual Sales Target Report**

EDUCATION/CERTIFICATIONS/TRAININGS

- **2009 – 2013 B.SC**
University of Port-Harcourt, Rivers State, Nigeria
B.SC Finance and Banking (Second Class Honors)
- **2003 – 2009 WASSCE**
Hopebay College, Alaba-Oro, Lagos
- **November 2014 – October 2015 NYSC**
National Youth Service Corps Certificate
- **Association of Certified Chartered Accountants (In View)**

SKILLS

- Proficiency in Microsoft Office (Ms Word, Excel, Outlook, Powerpoint)
- Proficiency in the use of SAP
- Strong analytical, technical and research skills
- Communication, Interpersonal and Leadership Skills

REFEREES

To be Provided upon request.