

SAMUEL EZENIBE

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PROFESSIONAL SUMMARY

Detail-oriented Accountant known for consistently exhibiting sound judgment when scrutinizing complex financial documents. Experienced in preparing financial reports, analyzing and interpreting data also displaying passion and strong leadership with excellent track records. Proficient in the use of the following accounting software – Sage 50, QuickBooks, Micro soft Dynamics AX 2012, Tally 9, Wave and Zoho.

WORK HISTORY

05/2019 - Current

Accountant

DANIK BUREAU DE CHANGE LIMITED – Lagos, Nigeria

- Examining bank statements and reconciling them with general ledger entries.
- Creating and processing invoices.
- Monitoring incoming payments from accounts receivable and outgoing payments from accounts payable.
- Generating financial reports that display the company's profits, equity and cash flow.
- Responsible for the financial planning and analysis of a company and her sister company.
- Preparing monthly salary, PAYE and VAT schedule.
- Preparing asset, liability, and capital account entries.
- Documenting financial transactions by entering account information.
- Recommending financial actions by analyzing accounting options.
- Summarizing financial status, collecting information; preparing statement of financial position, profit or loss statement, and other reports.
- Substantiating financial transactions and auditing documents.
- Maintaining accounting controls, preparing and recommending policies and procedures.
- Guiding accounting clerical staff, coordinating activities and answering questions.
- Reconciling financial discrepancies collecting and analyzing account information.
- Securing financial information and completing data base backups.
- Maintained financial security through internal controls.
- Preparing payments, verifying documentation, and requesting disbursements.
- Answering accounting procedure questions researching and interpreting accounting policy and regulations.
- Preparing special financial reports, collecting, analyzing, and summarizing account information and trends.
- Maintaining customer confidence, protecting operations and kept financial information confidential.
- Posting of goods receive notes (GRN) for sister company.
- Preparing costing, financial reports and profitability analysis for the sister companies..

11/2013 to 04/2019 Data Analyst / Account Officer

JMG Limited – Lagos, Nigeria

- Successfully utilized Microsoft Dynamics AX 2012 and SAGE 50 software and tracked, analyzed, interpreted data and identified key metrics.
- Proposed solutions that reduced the cost of producing special orders by 5%.
- Implemented advanced strategies for gathering, reviewing and analyzing data requirements.
- Monitored budget performance, prepared and reported variance analysis.
- Applied best practices for effective communication and problem solving

- Worked with management and prioritized business and information needs, located and defined new process for opportunities.
- Supported operational and marketing teams with insights gained from analyzing data.
- Used predictive modeling in increasing and optimizing customer experiences, sales generation and other business objectives.
- Monitored performance and data accuracy.
- Prepared the purchase orders, received, issued the goods and maintained the inventory levels.
- Ensured the correct and timely valuation of the inventory.
- Reconciled the physical stock with the work-in- progress.
- Supervised the offloading and loading processes and the subsequent arrangement of merchandise, materials etc.
- Prepared daily, weekly, monthly, quarterly and yearly reports.
- Recorded and proper filling of financial information and documents.
- Maintained records of receipts as well as issuance of items from the warehouse and ensuring accuracy and completeness.
- Prepared the inventories, maintaining the stock records, using computerized system for entering the records and accountable for checking the supply invoices with the purchase orders.
- Undertook the function of stock taking and confirming the periodic stock on a regular basis by working closely with the designated staff members.
- Monitored fundamental economic, industrial and corporate developments through the analysis of information obtained from financial publications and services, government agencies, trade publications, company sources and personal interviews.
- Identified trends in financial performance and providing recommendations for improvement.

04/2012 to 08/2013 Sales Representative

HANDEL RESOURCES NIGERIA, – Ogun State, Nigeria

- Conducted customer's need analyses.
- Ensured customer's satisfaction.
- Provided recommendations regarding the improvement of sales.
- Created more markets for the products.
- Achieved the monthly target.
- Created a personable and personal relationship with customers

03/2011 to 02/2012 Account Officer (NYSC)

MACDON PUBLISHERS LTD – Cross River State, Nigeria

- Reconciled the general ledger.
- Ensured that transactions were properly entered.
- Prepared income statement and financial position.
- Maintained financial files and records.
- Established and maintained suppliers account.
- Ensured that there is a clear framework for the control (including financial reporting) and accountability.
- Ensured that all relevant financial considerations were taken into account.

01/2004 to 08/2005 Cashier

ONE WITH GOD ENTERPRISE – Lagos, Nigeria

- Check prices and quantities of goods for accuracy.
- Collect and process payments, and scan items for purchase.
- Processing credit or debit card transactions and validating checks.
- Issue receipts, refunds, credits or change due to custom.

10/2003 to 01/2004 Sales Officer

ONE WITH GOD ENTERPRISE – Lagos, Nigeria

- Meeting sales goals.

- Generating leads.
- Negotiating contracts with prospective customers.
- Prepared weekly and monthly report.

SKILLS

- Micro soft Dynamics AX 2012
- Regulatory compliance
- Tax law understanding
- Accounts Payable and Receivable
- Financial management
- Data trending knowledge
- General ledger accounting expertise
- Sage 50, QuickBooks
- Tally 9, Wave and Zoho skills
- Superior attention to detail
- Strong communication skill
- Strong Analytical Skill
- Organizational skill
- Account reconciliation.

EDUCATION

2010

Bachelor of Science: Banking And Finance
University Of Nigeria, Nsukka, - Enugu

CERTIFICATIONS

Institute of Chartered Accountants of Nigeria (ACA) in view
Certificate in Risk Management (Organization of Certified Risk Managers) in view.
Certificate Course in Project Management (Tycoons Project) 2012