

## **PERSONAL DATA:**

|                        |                          |
|------------------------|--------------------------|
| Place of Birth:        | Lagos Mainland           |
| Sex:                   | Female                   |
| State of Origin:       | Edo State                |
| Local Government Area: | Esan North-East          |
| Marital Status:        | Married                  |
| Language Spoken:       | Yoruba, English and Esan |
| Hobbies:               | Singing                  |

## **VALUE STATEMENT**

A young graduate of accounting, bounded by the fundamental principles of my profession; integrity, objectivity, professional competence and due care, professional behaviour and confidentiality. With consciousness of these values, I will work to ensure that customers' satisfaction and organizational objectives are achieved.

## **CAREER OBJECTIVE**

To utilize my current analytical skills and knowledge and also further develop these skills in a practical and dynamic business environment, aimed at achieving set goals at specific circumstances.

## **TRAINING/WORK EXPERIENCE**

**Sunday Akemegoh & Co., Oregun, Ikeja, Lagos State, Nigeria. January, 2021– till date**  
**Position Held: Audit Senior**

### **Responsibilities**

- Planning and designing auditing projects and necessary tasks to be completed
- Assigning roles and responsibilities to audit trainees
- Ensuring standards of quality and accuracy are maintained in audits and other financial reports
- Meeting with the management and stakeholders to discuss findings and audit outcome
- Developing strategies for Audit Trainees to improve their work outputs
- Assisting in the auditing process as and when required
- Submitting audits and reports in a timely manner for further analysis by management
- Remaining up to date with developments in relevant legislations and field in general
- Preparing monthly management accounts for clients in telecommunication company, real estate company and advertising company
- Serving as a virtual accountant for a client in telecommunications, construction and Bureau De change company.
- Computation of relevant tax liabilities for clients

**Sunday Akemegoh & Co., Oregun, Ikeja, Lagos State, Nigeria November, 2019–December 2018. Position Held: Audit Trainee**

**Responsibilities;**

- Client meetings,
- Serving as a virtual accountant for a client in telecommunications, construction and bureau de change company.
- Account Reviewing,
- Testing and preparing client accounts,
- Analyzing and cross-checking financial details.
- Tax Computation
- Liaising with managerial staff and presenting findings and recommendations
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.

**Employer: Impression King Limited, Akoka, Lagos State**

**Administrative Officer / National Youth Service: (23<sup>rd</sup> July, 2018 – 28th August, 2019)**

**Responsibilities;**

- Managing records
- Keeping expenses reports
- Keeping detailed expenses report
- Managing a petty cash record
- Attending to requests and inquiries
- Politely and professionally ensuring order in the co- working space
- Documenting complaints
- Ensuring that utilities in the hub are made available

**Lucinma Women Development Centre, Akoka, Lagos State**

**Period: 2016 - Industrial Training (IT)**

- Basic computer training
- Training on office and records management

**EDUCATIONAL QUALIFICATIONS**

**Institute of Chartered Accountants of Nigeria (ICAN)-(January 2021)**

**Certificate of National Service**

National Youth Service Corps (NYSC) -(2018 - 2019)

**Bachelor of Science (B.Sc.) in Accounting -(2013 - 2017)**

University of Benin, Benin, Edo State

**West Africa Senior School Certificate (WASSC) -(2004 – 2010)**

Federal Science and Technical College, Yaba, Lagos

**First School Living Certificate (FSLC) – (1998 -2004)**

Ever Green Royal Private School, Onike, Yaba, Lagos

**CORE SKILLS**

**ICT Skill:** Efficient theoretical and practical knowledge of Micro Soft Word, excel.

**ADMINISTRATIVE SKILLS**

Self-motivation, determination and confidence \* Ability to divide time between work and study  
Pay meticulous attention to detail \* Problem-solving skills \* Having keen interest in the financial system \* Ability to work to deadlines \* Ability to work on self-initiative and as part of a team \* Excellent interpersonal and communication skills, including good presentation and report writing skills

**INTERESTS**

Team playing, Problem solving and service, guided by set goals.

**REFERENCE**

To be provided on request