BENJAMIN, CHARITY IMA

Adekunle Ibrahim Street, Ojodu, Ikeja, Lagos State
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CAREER SUMMARY

An accountant with substantial track records in delivering accounting and finance services to enhance company's purpose and profitability, and embodied with positive presence in the workplace. Skilled in business improvement solutions, corporate communication, and multifaceted financial tasks with the ability to make well thought out decisions. Seeking to grow professionally, establish a long-lasting and successful career, and cultivate my skills and talents as a self-sufficient, organized, dependable and fast learning individual with an attractive personality and aspiration towards excellence.

CORE COMPETENCIES

Proficient in Ms. Office Packages	Financial Modeling	Financial Management
Financial Statement Analysis	Interpersonal Skills	Reporting Proficiency
Problem Solving Skills	Team work	Time management
Good communication skills	Effective Public Relation	Leadership Skills
Analytical Skills		

WORK EXPERIENCE

CardinalStone | Lagos State
CSCS Reconciliation **08/2021-Present**

Key Responsibilities and Achievements:

- Independently update daily floor transactions received from CSCS (Central Securities Clearing System) Plc.
- Effectively reconcile shareholder and custodian's accounts due to short-falls/over-stated shareholdings & dividends.
- Liaising & rendering conclusive advice to IT Unit on reconciliation issues.
- Placing caution on over-stated shareholder's accounts & follow up on share buy-backs & dividend restitutions.
- Monitoring & management of share capital errors/imbalances.
- Liaising with CSCS Plc to generate settled buy, settled sell & certificates deposited reports for reconciliation purposes.
- Initiating certificate withdrawal requests from the floors of the exchange via CSCS Plc.
- Initiating stop-order request on over-stated dividend warrants via dividend reconciliation unit.
- Initiating dividend splits and share transfers.

Edves Nigeria Limited | Lagos State
Accountant | Human Resources Assistant **01/2020-07/2021**

Key Responsibilities and Achievements:

- Independently prepares sales order and customer invoices using accounting software.
- Handles accounts receivables and payables and effectively follow up with outstanding customers while also ensuring that vendors get settled before due date.
- Prepares timely and accurate account reconciliations, compile, analyze and interpret financial records.

- Ensures timely preparation of payroll and pay-slip for all staff in order to facilitate early disbursement of remuneration.
- Process journal entries and perform accounting corrections to ensure accurate records.
- Performs general office duties and administrative tasks, manage the internal and external mail functions and provides telephone support.
- Performs variety of administrative duties such as; generating and distributing memos, letters, spreadsheets, forms and faxes, and sorting and distributing incoming mail.

Zion International Academy | Makurdi, Benue State
Economics | Social Studies Instructor [NYSC] **10/2018-10/2019**

Key Responsibilities and Achievements:

- Responsible for ensuring that all students understood the taught curriculum.
- Ensured all students participate in class activities to boost their learning capabilities and also support students who required extra guidance in order to carry everyone along.
- Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students.
- Successfully placed all graduating students through appropriate extra classes for external examination and well-placed career counseling.
- Productive member of a one-day note sharing workshop on Internally Displaced Persons (IDPs).

ENACTUS University of Uyo | Uyo, Akwa-Ibom State
VOLUNTEER **03/2015-05/2017**

Achievements:

- **Presenter:** Efficiently worked with a team of presenters to represent ENACTUS University of Uyo at National competition in Lagos State.
- With a team of others, successfully made fifty (50) portable school bags for students in unity schools to encourage learning.

EDUCATIONAL QUALIFICATION

Bachelor of Science (BSC) in Accounting [Second Class Upper Division] **2018**
University of Uyo | Uyo, Akwa-Ibom State

Senior School Certificate Examination [WAEC] **2013**
Seatos College | Ikorodu, Lagos State

AWARD/CERTIFICATION

Associate Chartered Accountant (In View)

Introduction to Finance, Accounting, Modeling and Valuation | Udemy **2020**

National Youth Service Corps (NYSC) | Makurdi, Benue State **2019**

National Universities Accounting Students Association (NUASA) | UNIUYO Chapter **2016**

References Available On Request