

# PETER JUDE CHUKWUNYE

47, Magodo Road, Agility Phase II, Mile 12, Lagos.  
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## Personal Statement

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A focused, resourceful and result-driven individual with an excellent eye for customer success, service and strategy.

## Key Skills

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- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Approachable, well presented and able to establish good working relationships with range of different people.
- Team-growth strategies

## Employment History

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### **Payable Accountant, Synlab Nigeria Limited, Ilupeju, Lagos.**

*(Feb 2022 – till date)*

Achievements and responsibilities:

- Posting of Vendor invoices
- Preparation of daily cash position
- Helped in ensuring proper execution and control of account payable, cash and bank transactions and maintenance of accounting records
- Monthly payable reconciliation
- Proficiency in the use of SAGE evolution
- Processing of statutory payment e.g WHT, NSITF, PAYE PENSION etc

### **Account Payable Officer, Asharami Synergy (Member of Sahara Group), Ijora, Lagos.**

*(Jan 2021 – Jan 2022)*

Achievements and responsibilities:

- Posting of Vendor invoices
- Preparation of transporter trucking report
- Helped in ensuring proper execution and control of account payable, cash and bank transactions and maintenance of accounting records
- Preparation of monthly bank reconciliation
- Proficiency in the use of SAGE evolution
- Proficiency in the use Oracle software

**Finance Executive,  
Grand Treasurers Limited (GTL),  
Victoria Island  
Lagos.**

*(Sep 2019 - Dec 2020)*

Achievements and responsibilities:

- Under limited supervision, plan, organize, coordinate and supervise staff engage in various financial activities of the organization and resolve financial/internal control issues.
- Preparation of monthly management account
- Helped in ensuring proper execution and control of account payable, cash and bank transactions and maintenance of accounting records
- Maintenance of thousands of customer balances both in Lagos and outside of Lagos.
- Preparation of monthly account receivables
- Coordinate and complete annual audit
- Proficiency in SAGE Evolution in posting of accounting transactions.

**Audit Associate,  
Orandc Consultants, (OR&C) Member firm of SFAI  
Ikoyi,  
Lagos.**

*(May 2018 - Oct 2019)*

Achievements and responsibilities:

- Helped to conduct external audit and provide recommendation to improve client accounting system.
- Preparation of monthly management account for client who outsourced our accounting services.
- Asset tagging and proper documentation of client assets.
- Helped on a project of client asset valuation.

## **Education**

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**Obafemi Awolowo University,  
Ile-Ife,  
Osun State.**

*(2015 - 2018)*

B.Sc. Management and Accounting, Second Class Upper.

**Immaculate Heart Comprehensive High School, Maryland  
Lagos State**

*(2005 - June 2010)*

10 SSCEs, grade A-C, including Maths and English

## **Professional Qualification**

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**Association of Accounting Technicians (AAT)**  
(2014)

**Associate Chartered Accountant (ACA)**  
(2017)

## **Hobbies & Interests**

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I enjoy getting involved in providing solutions on issues that will lead to human development. I also have interest in listening to global news to arm myself with enough information to keep abreast with issues happening within and outside my environment, I am a tech enthusiast.

## **Trainings and Certificates**

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Advanced Training on CaseWare Africa  
Diploma in Desktop Publishing (Certificate)

## **Refrees**

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Available on Request