

CYNTHIA NONSO EBALU

PROFESSIONAL ACCOUNTANT, *ACA*

E-mail: nonsoebalu@yahoo.com | **Location:** Lagos, Nigeria. **Phone:** +234.813.5836.475
+2348121692024

Accounting | Management | Finance | Customer Service

PROFESSIONAL SUMMARY

Result-oriented and committed Chartered Accountant expert with years of experience in accounting... With several years of progressive and extensive **experience in the area of Finance, Management, Customer relations**, ability take an underperforming organization and make it to achieve objectives. A Resilient, tenacious, adaptable and flexible achiever with keen attention to detail

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

Accountant

2016-date

Alsan insurance brokers Ltd. Lagos.

- Performing all aspects of the accounting cycle as required mitigating risks
- Preparing Financial Statements
- Statement of profit and loss
- Statement of financial position
- Statement of cashflow
- Monthly bank reconciliations
- Managing and running payroll, payslip, paye, and employee benefits.
- Maintain and/or implement accounting controls where necessary.
- Month end financial reporting requirements as necessary
- Account Receivable / Payable

Admin/Finance Officer

2014-2016

C T LIMITED

- Managed client such as Ericsson, Huawei, Helios Tower, MTN and Airtel
- Successful Personnel management
- Account Payable/Receivable
- Performed Customer service role as an image maker
- Prepared and signed Job Completion Certificate (JCC)
- Prepared payroll, pay slip, pension, and tax
- Minimised cost and waste
- Requested for Purchase Order (PO)

Account Receivable Officer

FEB - SEPT 2014

CYNTHIA NONSO EBALU
nonsoebalu@yahoo.com

Swiz-Tech Nigeria LTD,

- Prepared Invoice
- Prepared and signed completion certificate (JCC)
- Ceated Invoice analysis, payment analysis, posting receipt using peach tree
- Prepared quotations for Vehicle lease, Hotel accommodation, Reimbursement for equipment using Peach tree Accounting
- Requested for purchase order (PO)

Graduate Assistant (NYSC)

2012 - 2013

USO Comprehensive College, Owo, Ondo State, Nigeria

- Accounts instructor
- Participated in Student Assessment activities

Account Trainee

Sep-Oct 2011

Triple Express Courier Services, Ajao, LAGOS

- Learnt File Management processes and systems
- Posted Receipt into company's account system
- Kept records of daily, weekly and monthly services

EDUCATION

Institute of Chartered Accountants of Nigeria(ICAN)

2019

Caritas University, Enugu State, Nigeria.

B.Sc Accountancy

Core Modules ☒ Accounting, Finance, Taxation, Auditing and investigation. B.Sc Dissertation (2011)
An appraisal of the impact of cost minimization on the growth and profitability of manufacturing companies.

ADDITIONAL & VOLUNTARY EXPERIENCE

Assistant Music Director (AMD)

June 2012- Feb 2013

Nigerian Christain Corpers Fellowship Owo, Ondo Chapter.

Independent National Electoral Commission (INEC)

Oct 2012

Presiding Officer(PO) Ondo State

- Presiding over registration of voters and electoral activities
- Report

SOFTWARE SKILLS

- Microsoft Office Applications (Word, Excel, Power point)
- Peach tree Accounting, Tally.

REFEREE

Available Upon Request

