

Billy Unyime AKPAN, ACA**Lagos, Nigeria**

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E-MAIL akpanunyime469@gmail.com**PROFILE**

I am an experienced and detail-oriented accountant with a proven track record of managing financial operations, analyzing data, and implementing strategic financial initiatives. I also possess a strong understanding of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). I am proficient in the use of various accounting software and tools, including Quickbooks, Sage, Zohobooks and Microsoft Excel/Powerpoint. Adept at preparing financial statements, conducting internal audits, and ensuring compliance with regulatory requirements. Also, I am a skilled communicator with the ability to collaborate skillfully with cross-functional teams and stakeholders, committed to accuracy, integrity, and continuous improvements in all financial processes. My accounting experience cuts across Retail, Consulting, Textile, FMCG/Manufacturing, Oil and Gas and others

RELEVANT SKILLS AND ABILITIES

- Team Leadership and collaboration
- Financial Statements preparation and analysis
- Project Management and control
- Budgeting
- Inventory Management
- Financial Accounting/Reporting
- Payroll Administration
- Account Reconciliation
- General Ledger Administration
- Account Payables/Receivables Management
- Internal controls, Operations Management
- Accruals
- Fixed Asset Management
- Journal Entries
- Excellent written and verbal communication

WORK EXPERIENCE

ORGANISATION	EXPERIENCE	
Habrams Group Of Companies	Group Staff Accountant <i>Key Responsibilities and Achievement</i> ○ Posting of daily transactions for the group of companies with bank reconciliations ○ Client Invoicing for the respective companies ○ Tracking of vendor/subcontractor payment for the group's subsidiaries ○ Account payables tracking for different vendors in the head and subsidiary companies ○ Account Receivables tracking for different clients in the head and subsidiary companies ○ Accounts/Bank Reconciliation of the group's accounts ○ Preparation of intercompany schedules for monthly reporting e.g loans, accruals, prepayments ○ Preparation of the subsidiaries' payroll and client invoices e.g TMSA Payroll, Shell Bonga, NGC etc ○ Preparation of intercompany schedules, shared service ledgers etc ○ Support of group tax planning and compliance with relevant tax and regulations ○ Organize and control bookkeeping processes for all line items in the financial statements in the group ○ Coordinate and control accounting processes for Nigerian entities in accordance with the IFRS, internal policies and local legislation	April 2023 - Date
Femeb Nigeria Limited	Head Finance/Administration <i>Key Responsibilities and Achievement</i> ○ Preparation and coordination of management processes ○ Effectively identified and resolve invoicing issues, accounting discrepancies and other financial problems by 95% and increasing its revenue by 70% monthly ○ Enhanced cash management systems and stock reconciliation ○ Develop and maintain effective office systems (IT support, office maintenance, fixed asset, supplier contract etc.)	Sept. 2021 – Dec.2022

- Effectively strengthened the communication link and harmonized the activities of the Head office and the factory which is in another state so as to meet customers' needs
- Oversee, manage and training of administrative staff as required. Participate and contribute to continuous improvement initiatives.
- Created accepted audit template for the head office departments and the factory. Created compliance register to monitor and track payments of taxes to different authorities and government bodies.
- Account payables/Receivables Management
- Monitor and manage expenses within allocated budgets
- Track and monitor resource needs and other material needs for carrying out financial and administration tasks.
- Enhanced the company's cash management system by 90%.
- Effectively conducted Hazard Identification and Risk Assessment (HIRA) and implemented controls to reduce risks as low as reasonably practicable
- Optimized operational efficiency by 70% via smooth periodic employee training and effective response system.
- Any other duties as may reasonably be required and that fall within the scope and range of the job
- Championed an effective daily stock-taking, allowing the reconciliation and tracking of physical stock present vis-à-vis the ones sold out; boosted gross profit, reduced loss, improved control of allowances, minimized wastes, and provided results.

Wearables Atelier Limited	Head Accounts/Administration Key Responsibilities and Achievement	Oct.2020 - June.2021
	○ Managed payroll systems and financial reporting. ○ Supervised office management and HR policies ○ Inventory Management and stock taking of raw materials, work-in-progress and finished goods ○ Oversee the IT and telephone communication system. ○ The operation of the sales ledger, ensuring that invoices are raised promptly and accurately and appropriate credit control procedures are in place to ensure prompt payments of debts. ○ Proper cash management	
Bridgegap Consults Limited	Associate Accountant Key Responsibilities and Achievement	Aug.2019 - April 2020
	○ Established strong banking relationships for fraud prevention. ○ Facilitated tax compliance and financial record-keeping. ○ Safe keeping of important files and documents for easy referencing, both electronically and physically ○ Handling of payroll for both clients and in-house.	

EDUCATION

B. Sc (Hons.) Accounting 2016
University of Benin, Benin City, Edo State
 Relevant Courses includes: Macro-Economics, Financial Management, Public Sector Accounting & Finance, Financial Reporting, Management Accounting, Auditing and ICT Accounting.

ProfessionalQualification:

- Member, Institute of Chartered Accountants Of Nigeria (ICAN) - ACA
- Member-International Project Management Professionals (IPMP)

ACTIVITY AND LEADERSHIP EXPERIENCE

Treasurer- Christian Accounting Students Fellowship of Nigeria (CASFON), UNIBEN CHAPTER
President- Christian Accounting Students Fellowship of Nigeria (CASFON), UNIBEN CHAPTER

NATIONAL YOUTH SERVICE CORPS

Kogi State, Okene.

2018-2019