

FAITHFULNESS OTEKPO

Lagos, Victoria island

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Work Experience

Accountant

Photizo Properties and Investment Limited-Lagos

March 2026 to Present

- Recommended and implemented reconstruction of finance processes and systems to aid better work flow.
- Handled postings of financial records to ensure up to date information on the ERP system.
- Financial modeling and work back of all net salaries to gross figures ensuring staff tax payables are accurately calculated.
- Prepared management reports reflecting profit/loss also for specific projects.
- Handled bank statements classifications and other financial data to help external auditors while filing Company income taxes.

Accountant

Alpha Shea integrated producing limited

May 2025 to November 2025

Managed end-to-end accounting. Account payable and Receivable cycle, improving payment accuracy and reducing vendor disputes through structured invoice matching and reconciliation.

Supported internal and external audits by maintaining audit-ready schedules and reconciliations, contributing to timely audit completion.

Head of Account

Deborah multi-specialist hospital

September 2024 to May 2025

- Prepared and monitored annual budgets and conducted variance analysis to support management planning and cost control.
- Produced monthly management accounts including Profit or Loss, Cash Flow Statements, and Statements of Financial Position.
- Managed statutory tax compliance, including monthly VAT, PAYE, and other regulatory remittances, as well as annual tax filings.
- Oversaw payroll processing, staff deductions, and reconciliations, ensuring accuracy and timeliness.
- Maintained and monitored accounts payable and receivable, improving cash flow visibility and vendor management.
- Performed bank reconciliations and resolved discrepancies promptly.
- Developed financial forecasts and outlooks to guide operational and strategic decisions.
- Strengthened internal control processes and supported internal and external audits.
- Led and supervised accounting staff, ensuring adherence to policies and reporting timelines.

Deborah Multi-specialist Hospital (Account Officer)

2023 to 2023

to 2023

- * Inventory management and reconciliation of discrepancies in stock
- * Performed monthly and annual financial audits, ensuring accuracy and compliance.
- * Provided comprehensive financial reporting, including monthly and annual inventory valuations

Accountant

Kick Above Poverty Organization (NGO)

March 2020 to January 2023

Prepared and maintained accurate financial records and reports in line with donor and regulatory requirements.

- * Performed financial and process analysis, identifying gaps and making recommendations to management.
- * Supported budget preparation, monitoring, and reporting for funded projects.
- * Ensured compliance with financial controls and reporting standards.

INTERNAL AUDIT (CONTRACT)

ONDO STATE MINISTRY OF WORKS

2017 to 2017

2017 to 2017

- * Planned and executed internal audits for various departments, ensuring compliance with government financial regulations.
- * Reviewed procurement, payroll, and expenditure records to detect discrepancies and inefficiencies.
- * Prepared audit reports with recommendations, presented to senior management and stakeholders.
- * Followed up on audit findings to ensure corrective actions were implemented.
- * Collaborated with external auditors during statutory audits, ensuring smooth information flow and compliance.
- * Assisted in risk assessment processes, highlighting areas requiring improved internal controls.

Accountant

Education

Accounting (B.Sc.)

Institute of Chartered Accountants of Nigeria (In View)

National Open University of Nigeria

2020

Skills

- Accounting & Financial Software: Advanced Excel (Pivot Tables, XLOOKUP, Data Modeling); Expert in EMR Systems (Revenue Cycle Management & Billing); Foundational knowledge of QuickBooks
- Attention to detail and integrity
- Microsoft Office
- Strong analytical and problem-solving ability
- Timemanagement and adaptability

- Excellent Communication skills and ability to present complex information in an easy-to-understand format.
- Clear communication and teamwork
- Use of Accounting software