

EMMANUEL GRACE EKE

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PROFESSIONAL SUMMARY

A motivated professional with over 4 years of experience in financial operations and office administration across retail and legal environments. Skilled in reconciliation, accounts payable/receivable, inventory management, and financial reporting. Combines strong accounting fundamentals with practical skills in cash management, bookkeeping, strong attention to detail, and a practical understanding of administrative operations, customer relationship management, and maintaining accurate records that support business decisions and organizational goals.

SKILLS

- Accounts payable and receivables
 - Data & Project Management: Microsoft Suite, Google Sheets.
 - Cash management and reconciliation
 - Invoice processing
 - Bookkeeping and report preparation
 - Data entry and document management
 - QuickBooks and BMAC
 - Time management and problem solving
 - Internal control and compliance
 - Customer service management
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WORK EXPERIENCE

Account Assistant

SSAC Advisory & Professionals

2024 - Present

- Maintain accurate financial records and general ledgers, processing accounts payable and receivable while ensuring compliance with accounting standards and regulatory requirements.
- Conduct monthly bank reconciliations, inventory management, and account reconciliations to identify and resolve discrepancies, ensuring financial accuracy across all transactions.
- Prepare monthly and yearly financial reports including profit and loss statements, balance sheets, cashflow summaries, and variance analysis for management decision making.
- Assist in payroll processing, employee expenses, and supplier payments.
- Support audit processes by maintaining organized documents, preparing financial schedules, and ensuring all records meet compliance and audit standards.
- Identified and resolved financial discrepancies totaling N1,700,000, strengthening internal controls.

Secretary

Egotema Ranvestop Limited

2019 – 2020

- Processed invoices, tracked payment, and assisted with basic bookkeeping tasks, including expense recording and financial statements for the firm's operations.
- Enhanced client satisfaction through prompt, professional communication and efficient scheduling that minimized delays.
- Maintained 100% confidentiality and accuracy in handling sensitive financial documents.
- Supported seamless office operations by implementing efficient administrative systems that improved workflow and productivity.
- Handled client communication and follow-ups, scheduling consultations, and maintained client relationships on behalf of the firm.

Personal Assistant

Adams Qamor Photography Studio

2014-2017

- Orchestrated end-to-end logistics for high-volume commercial and editorial shoots, including talent casting, crew booking, and travel arrangements.
 - Served as primary liaison for VIP clients and agencies, ensuring a premium studio environment and maintaining professional correspondence.
 - Streamlined studio operations by managing petty cash, reconciling production expenses, and overseeing timely invoicing for vendors and freelancers.
 - Optimized the studio's daily workflow by managing complex calendars, prioritizing urgent deliverables, and troubleshooting scheduling conflicts in real time.
 - Supported the creative process by preparing call sheets, managing on-site catering/hospitality, and ensuring all physical and digital assets were organized for post production.
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EDUCATION

BSc In Banking and Finance – University of Port Harcourt

2023

TRAINING

Diploma in Desktop Publishing – Albright Computer Institute

2014

REFERENCE

Available on request