

DOUGLAS EMMANUEL IGEIN

|| Olusosun, Ojota, Lagos State. | douglasemmanuel09@gmail.com | 08131093665 |
linkedin.com/in/douglasemmanuel49 ||

PROFESSIONAL SUMMARY

A Result driven finance expert and ICAN Professional Candidate (Skills Level) with growing expertise in IFRS financial reporting, tax compliance and corporate financial management with over 5+ years of experiences in general ledger management, transactions reconciliation, internal control procedures implementation, inventory control and management, petty cash management.

CORE COMPETENCIES

- Financial Accounting and Reporting: General Ledger, Accounts Payable/Account Receivable (AP/AR), Petty Cash Management, Invoicing Financial Statement preparation.
- Accounting Frameworks: Accrual & Cash Basis Accounting
- Internal Controls implementation & Risk assessment: Transaction Audit, Voucher Verification and internal control procedures to prevent fraud and errors.
- Cost accounting and Analysis: Allocating and apportioning direct and overhead costs among various cost centers through preferred costing techniques, Variance tracking and analysis etc.
- Technical Tools: Advanced Microsoft Excel (XLOOKUP, VLOOKUP, Pivot Tables Index Match functions, Conditional formatting etc.)
- Operational Management: Payroll Administration, Inventory Control and management.
- Proficiency in Enterprise Resource Planning (ERP) and Property Management Systems (PMS).
- Proficient with the use of QuickBooks software for inventory and general ledger management
- File Management Systems: Dropbox, Google Drive, OneDrive

SKILLS

- | | |
|------------------------------------|--------------------------------|
| • Financial Reporting & Analysis | • Audit & internal controls |
| • Account Reconciliation | • Team collaboration |
| • Data Interpretation | • Documentation |
| • Budgeting and Forecasting | • Product Costing |
| • Regulatory Compliance | • Overhead Cost Allocation and |
| • General ledger & Journal Entries | Apportionment |

EDUCATION & PROFESSIONAL QUALIFICATIONS

- Institute of Chartered Accountants of Nigeria (ICAN)
Professional Qualification (Skills Level) || In View ||
- Kaduna State University (KASU)
Bachelor of Science (B.Sc.) Economics || 2018 ||

PROFESSIONAL EXPERIENCE

CLASS SUITES RESIDENCE - (Opebi, Ikeja, Lagos State).

Accountant || 2026 – Present ||

- Prepared the daily sales report, Monthly Performance Review (MPR), the quarterly performance report (QPR) together with the Abridged report for the outlet and communicated the insights behind the number to the management.
- Monthly analysis and presentation of the outlet's performance to the management at regular sales strategy meetings.
- Handled the imprest expenses, handling of cash and vouchers, banking of sales and other banking functions etc.
- Audit and collation of various sales point records on daily basis
- Prepared the monthly salary schedule while also factoring the bonuses and necessary deductions thereby ensuring efficient payroll administration
- Use of the company's property management systems (PMS) for journal postings and report generation.
- Computed and ensured timely tax (PAYEE & VAT inclusive) payment to the relevant authorities
- Evaluated the outlets inventory and re-order level while ensuring the necessary reimbursements are made through market list preparation thereby guarding against

stockouts, also keeping tabs on the procurement prices, Goods Received Notes and units of measurements.

- Diesel report inclusive of checks on meter readings, liters purchased, and the daily usage.
- General operations and staff management.

ROYAL DELICIA RESTAURANT – U/Rimi, Kaduna State.

Account Officer || 2023 – 2025 ||

- Prepared the daily sales analysis and financial data mapping for a high-volume enterprise reconciling physical assets with digital transaction data to achieve 100% variance reconciliation.
- Spearheaded inventory control procedures implementing and utilizing the perpetual inventory system and the First-in, First-Out (FIFO) framework, successfully reducing inventory wastage and aligning warehouse stock levels with accounting records.
- Performed comprehensive monthly bank statement and cash book reconciliations and correcting timing differences to ensure accurate cash flow reporting.
- Audited supplier invoices against delivery notes to enforce internal control frameworks and prevent pricing discrepancies.

VOLUNTEERING & LEADERSHIP

National Youth Service Corps (NYSC) || 2019 ||

Development Assistant — Sustainable Development Goals (SDG), Yargamji, Batagarawa, Katsina State.

REFERENCES

Available upon request.