

Derek-Ayemere Sarah Oghosa

Finance Analyst, Accountant

✉ derekayemeresarah@gmail.com ☎ 07056661909

Experience

Bookkeeper and Assistant Administrative Officer, Bay Finance	07/2025 – Present Hybrid
- Managed day-to-day financial operations, including recording transactions, maintaining the general ledger, and ensuring accurate bookkeeping records in line with accounting standards. - Processed accounts payable and receivable, generated invoices, tracked payments, and resolved discrepancies to maintain healthy cash flow. - Performed bank reconciliations, expense tracking, and financial data verification to ensure accuracy in financial reporting. - Assisted in office procurement and facility maintenance schedules, consistently staying 28% under budget through strategic vendor negotiation. - Utilized tools such as Microsoft Excel, accounting software (QuickBooks/Sage), and cloud-based systems to manage financial data efficiently, supporting both onsite and remote workflows. - Supported business operations through data entry, report preparation, document management, digital and physical filing systems and communication with internal teams and external stakeholders. - Prepared financial reports, spreadsheets, and supporting documentation for management review, audits, and decision making.	
Accountant, Joyful Household Baking (Part Time)	08/2024 – 05/2025
- Prepared journal entries and assisted in generating monthly financial summaries, contributing to timely and accurate financial reporting in line with accounting standards. - Reviewed invoices, purchase orders, and expense claims for accuracy and compliance with company policies, helping to minimize discrepancies and prevent overpayments. - Analysed fixed asset schedule and actively participated in periodic stock taking, improving asset tracking accuracy by 15%. Contributed to efficient inventory management, reducing discrepancies by 20% and ensuring timely reconciliation - Utilized Microsoft Excel to create and update financial reports, track expenditures, and analyze trends, enhancing management’s decision-making process through accurate data insights. - Worked closely with the accounting team to support audits, budget preparation, and internal control reviews, demonstrating professionalism, confidentiality, and commitment to quality in delivery.	
Cost Analyst and Inventory control Officer, Joyful Household Baking (Full Time)	06/2023 – 07/2024
- Monitored and analyzed daily inventory levels, ensuring optimal stock balance and reducing material shortages by 25% through precise tracking and timely reorder alerts. - Prepared and reviewed cost sheets for baking materials and confectionery production, achieving a 15% reduction in cost variance by identifying pricing inefficiencies and recommending supplier adjustments.	

- Tracked daily sales and material usage to reconcile production costs, maintaining accuracy rate in records using Microsoft Excel and QuickBooks.
- Implemented stock control procedures that minimized product waste and spoilage by 20%, improving overall operational efficiency.
- Assisted in monthly financial reporting, providing management with detailed cost breakdowns and performance reports within 48 hours of month-end, ensuring informed decision-making and timely reporting.

Education

Professional Stage - In view, <i>Institute of Chartered Accountants of Nigeria</i>	2024 – Present
Bachelor of Science in Accounting, <i>University of Benin</i>	2021 – 2025

Certifications and Skills

Technical and Professional Skills

Microsoft Office Suite, Financial Analysis and research, Microsoft Project, Microsoft Excel, Power BI, Organizational skills, SQL, Data analysis and visualization, Data Validation, Data Cleaning, Problem-solving, Communication skills, Analytical skills, Verbal and Written communication skills