

PROFESSIONAL SUMMARY

Results-driven Accountant and Inventory Management Professional with over 7 years of experience in financial accounting, inventory control, cost analysis, reconciliations, and financial reporting within the confectionery and manufacturing environment. Experienced in managing daily accounting operations, supplier accounts, inventory valuation, cost variance analysis, financial records, and internal controls. Proficient in Sage, ERP systems, QuickBooks, Zoho Inventory, and Microsoft Excel, with a strong ability to identify discrepancies, improve inventory accuracy, and support effective financial decision-making.

PROFESSIONAL EXPERIENCE

ACCOUNTANT

Sweet Sensation Confectionery Limited — Lagos

October 2019 – May 2026

- Managed day-to-day accounting operations, including bookkeeping, journal entries, ledger maintenance, reconciliations, and financial record keeping.
- Prepared and maintained payroll schedules, ensuring accurate computation of PAYE, pension, NHF and other statutory deductions
- Prepared and filed statutory tax returns and remittances within applicable deadlines
- Prepared and reviewed financial reports and accounting records to ensure accuracy, completeness, and compliance with accounting standards and company policies.
- Monitored daily company expenditures, managed petty cash, and ensured proper documentation and authorization of transactions.
- Processed and verified supplier invoices against purchase orders and supporting documents before posting transactions.
- Reconciled general ledger accounts, supplier statements, and other financial records to identify and resolve discrepancies.
- Analyzed revenue, operating costs and financial trends to support budgeting, forecasting, and management decision-making.
- Monitored accounts payable and supplier balances, ensuring accurate and timely recording of financial obligations.
- Supported month-end and year-end closing activities by preparing account reconciliations, schedules, and supporting documentation.
- Assisted with internal and external audits by providing accurate financial records and supporting documents.

INVENTORY & COST ACCOUNTING RESPONSIBILITIES

- Managed inventory accounting and monitored the movement, usage, and valuation of raw materials, finished goods, and other stock items.
- Conducted regular stock counts, cycle counts, and inventory reconciliations to improve stock accuracy and identify discrepancies.
- Improved inventory reconciliation procedures, helping to reduce stock discrepancies and strengthen inventory controls.
- Prepared inventory valuation and reconciliation reports to support accurate and timely month-end closing.
- Monitored standard costs against actual production costs and analyzed cost variances to support cost control and operational decisions.
- Tracked inventory consumption and worked closely with warehouse and operations teams to ensure accurate stock records and proper documentation.
- Investigated inventory variances and collaborated with relevant departments to identify causes and implement corrective actions.
- Maintained compliance with internal controls, inventory policies, and accounting procedures.
- Supported audit activities by preparing inventory schedules, reconciliation reports, and relevant supporting documents.
- Utilized ERP systems, Sage, Zoho Inventory, and Microsoft Excel for accounting, inventory tracking, reconciliation, and reporting.

BURSAR/PROCUREMENT OFFICER

Auntie Margarete Group of Schools — Calabar February 2016-August 2019

- Managed the organization's financial resources, ensuring proper budgeting, expenditure control, and accountability.
- Maintained accurate financial records, including cashbooks, payment vouchers, receipts, ledgers, and procurement documentation.
- Processed and authorize payments in accordance with approved budgets, financial policies, and internal controls.
- Prepared periodic financial reports, management accounts, expenditure reports, and cash-flow statements for management review.
- Monitored income and expenditure and ensure that funds are utilized efficiently and for their approved purposes..
- Maintained proper records of assets, purchases, suppliers, contracts, and other financial transactions.
- Coordinated the procurement of goods, services, equipment, and other materials required by the organization.
- Obtained and evaluated quotations from suppliers to ensure competitive pricing, quality, and value for money.
- Prepared purchase requisitions, purchase orders, tender documents, comparative statements, and procurement reports.
- Negotiated prices, payment terms, delivery schedules, and other commercial conditions with suppliers where appropriate.
- Maintained an up-to-date supplier database and monitor supplier performance and contract compliance.

- Verified goods and services received against purchase orders, invoices, delivery notes, and approved specifications before payment.
- Coordinated with stores personnel to ensure proper receipt, inspection, documentation, and recording of procured items.
- Review supplier invoices and supporting documents for accuracy before processing payments.
- Monitored outstanding supplier balances and coordinated supplier payment schedules in line with approved cash-flow plans.
- Monitored organizational assets and ensure that newly acquired assets are properly recorded, tagged, and accounted for.
- Ensured timely preparation and submission of statutory financial and procurement reports where applicable

EDUCATION

B.Sc. Accountancy

Modibbo Adama University of Technology, Yola September 2014

Senior Secondary School Certificate Examination (SSCE)

Government Day Secondary School, Ganye, Adamawa State June 2009

AWARD & RECOGNITION

Best Staff – First Quarter 2026

Sweet Sensation Confectionery Limited

SKILLS

Accounting & Finance

- Financial Reporting
- General Ledger Management
- Bookkeeping
- Accounts Payable & Receivable
- Journal Entries
- Financial Analysis
- Budgeting & Forecasting
- Cost & Variance Analysis
- Internal Controls
-

Inventory & Cost Management

- Inventory Control & Management
- Stock Reconciliation
- Inventory Valuation
- Cycle Counting
- Stock Taking & Stock Audits
- Inventory Variance Analysis
- Cost Analysis
- Inventory Movement Tracking
- Food Cost Analysis

Software & Tools

- Microsoft Excel
- Sage
- ERP systems
- QuickBooks
- Zoho Inventory