

OSUJI UGOCHUKWU EMMANUEL

ACCOUNTING PROFESSIONAL
FINANCE • ADMINISTRATION • REPORTING

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PROFESSIONAL PROFILE

Detail-oriented Accountancy graduate with a Second Class Upper degree from Abia State University and practical experience across accounting support, administration, business development, telesales, and real estate. Strong foundation in financial record keeping, transaction processing, reconciliation, documentation, data management, and financial administration. Proficient in Microsoft Excel, QuickBooks, and Microsoft Word, with a reputation for accuracy, organization, confidentiality, and dependable execution. Currently pursuing ICAN certification and seeking to contribute to a high-performing accounting or finance team.

CORE COMPETENCIES

✓ Bookkeeping & Financial Records	✓ Bank & Account Reconciliation	✓ Accounts Payable & Receivable	✓ Invoice & Transaction Processing
✓ Expense & Petty Cash Monitoring	✓ Financial Data Entry & Analysis	✓ Financial Reporting	✓ Budget Preparation & Monitoring
✓ Audit & Documentation Support	✓ Internal Financial Controls	✓ Customer Account Management	✓ Asset & Inventory Records
✓ Microsoft Excel	✓ QuickBooks	✓ Microsoft Word	✓ Data Management & Filing

PROFESSIONAL EXPERIENCE

JANEXT REALTORS

Accounts / Accounting Support

- Maintained accurate records of financial transactions, payments, and receipts.
- Assisted with recording and monitoring daily financial activities.
- Supported reconciliation and verification of payments and transaction records.
- Tracked income, expenses, outstanding payments, and customer financial information.
- Prepared and organized accounting documents, invoices, receipts, and supporting records.
- Supported basic financial reports and transaction summaries; reviewed records for discrepancies.
- Maintained confidentiality and accurate organization of financial information.

3T IMPEX TRADE ACADEMY

Administrative Officer

- Maintained and organized company records, documents, and administrative information.
- Assisted with data entry, internal reports, business transactions, and operational tracking.
- Handled administrative correspondence and maintained accurate documentation.
- Coordinated information between departments to support smooth business operations.
- Maintained confidentiality and accuracy when handling company information.

MILANO ENTERPRISE

Telesales Executive

- Managed customer interactions and maintained accurate customer and sales records.
- Followed up with prospective and existing customers regarding products and services.
- Recorded sales activities, customer responses, and transaction-related information.
- Assisted with sales performance monitoring and reporting while working toward assigned targets.
- Developed strong numerical, communication, customer service, and organizational skills.

OXFORD GROUP OF HOLDINGS

Business Development Executive

- Identified and followed up on potential business opportunities and clients.
- Maintained records of prospects, customer interactions, and business activities.

- Prepared business information and reports to support decision-making.
- Monitored client activities and followed up on outstanding business requirements.
- Collaborated with team members to achieve business and operational objectives.

EDUCATION & PROFESSIONAL QUALIFICATION

ABIA STATE UNIVERSITY

B.Sc. Accountancy — Second Class Upper | 2020

ICAN

In View — Institute of Chartered Accountants of Nigeria

TECHNICAL & PROFESSIONAL STRENGTHS

- Microsoft Excel: financial data entry, spreadsheet preparation, calculations, basic analysis, data management and reporting.
- QuickBooks: bookkeeping, transaction recording, financial record management and accounting data organization.
- Strong numerical and analytical ability; excellent attention to detail, reconciliation, verification, and data integrity.
- Financial discipline, accountability, problem solving, communication, teamwork, confidentiality, adaptability, and time management.

NATIONAL YOUTH SERVICE CORPS

Awaiting Service

CAREER OBJECTIVE

To build a progressive career in accounting and finance by applying academic knowledge, accounting experience, analytical ability, and technical skills to maintain accurate financial records, support effective controls and reporting, and contribute to the financial efficiency and growth of the organization.

REFERENCES Available upon request.

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