

Fidelis Okolo

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PROFESSIONAL SUMMARY

Highly accomplished Accountant with 9+ years of progressive experience in accounting, financial reporting, budgeting, taxation, payroll administration, treasury management, and regulatory compliance. Proven track record of maintaining accurate accounting records, preparing timely management reports, strengthening internal controls, and supporting business growth through sound financial analysis and cost management. Adept at streamlining accounting processes, ensuring statutory compliance, and collaborating with cross-functional teams to improve operational efficiency and drive informed business decisions. Recognized for integrity, analytical thinking, attention to detail, and the ability to consistently deliver results in fast-paced environments.

TECHNICAL PROFICIENCY

QuickBooks, Sage, SAP (basic), Zoho books, Microsoft Excel, Data analysis, reconciliations, financial statement preparation (P&L, Balance Sheet, Cash Flow), budgeting & forecasting, Payroll systems, performance management systems, policy development, Microsoft Office Suite (Word, PowerPoint, Outlook, Excel), Google Workspace, Document Management Systems, Internal auditing, risk assessment, tax preparation & compliance, digital communication tools (Zoom, Teams, Slack).

SOFT SKILLS

Financial Analysis, Attention to Detail, Analytical Thinking, Problem-Solving, Time Management, Communication Skills, Organizational Skills, Critical Thinking, Decision-Making, Team Collaboration, Adaptability, Integrity and Confidentiality, Leadership Skills, Risk Management, Negotiation Skills, Strategic Thinking, Accuracy and Precision, Relationship Management. Multitasking, Emotional Intelligence.

WORK EXPERIENCE

Accountant

Pinnacle Guest Inn and Resort Limited | Aug 2020-Present

- Manage end-to-end accounting operations, including general ledger, accounts payable/receivable, payroll, and treasury functions, maintaining **99%** accuracy in financial records.
- Prepare monthly management accounts, financial statements, and cash flow reports, providing timely insights to support strategic business decisions.
- Monitor revenue from hotel rooms, restaurant operations, events, and other hospitality services, improving revenue reporting accuracy by **25%**.
- Process vendor payments, payroll, and statutory remittances while ensuring **100%** compliance with applicable financial regulations and company policies.
- Perform monthly bank and account reconciliations, strengthening internal controls and reducing reconciliation discrepancies by **20%**.
- Support budgeting, cost control, and audit preparation, contributing to a **15%** reduction in operational costs and successful external audit outcomes

Financial Assistant (Remote)

Malaria Consortium | 2018- 2020

- Supported daily financial operations by processing payments, staff reimbursements, and vendor invoices with **99%** accuracy, ensuring compliance with donor and organizational policies.
- Prepared bank and cash reconciliations, maintaining accurate financial records and reducing reconciliation discrepancies by **20%**.
- Assisted in preparing monthly financial reports, budgets, and expenditure analyses, contributing to **100%** on-time submission of donor and management reports.
- Maintained accounts payable and receivable records while verifying supporting documentation, improving payment processing efficiency by **25%**.

- Ensured compliance with organizational financial procedures, donor regulations, and statutory requirements, supporting successful internal and external audits with zero major findings.
- Collaborated with programme and finance teams to monitor project expenditures, track budget utilization, and strengthen financial controls, improving budget accuracy by **15%**.

Verification Officer

Alhaji Yaro Gobirawa Supermarket | 2016-2018

- Verified daily sales transactions, cash collections, and inventory records, maintaining **99%** accuracy and ensuring compliance with company policies.
- Conducted routine stock counts and reconciled physical inventory with system records, reducing inventory discrepancies by **20%**.
- Reviewed supplier deliveries, purchase invoices, and goods received to ensure **100%** accuracy in quantity, quality, and pricing before acceptance.
- Monitored pricing, promotions, and point-of-sale transactions, improving billing accuracy by **15%** and minimizing revenue leakage.
- Investigated inventory and cash variances, prepared verification reports, and recommended corrective actions, contributing to a **25%** reduction in operational losses.
- Collaborated with the finance, warehouse, and sales teams to strengthen internal controls, improve stock accountability, and support successful internal audits with zero major findings.

EDUCATION

National Diploma (ND) Accountancy

Abdu Gusau Polytechnic Talata Mafara Zamfara State – 2006

Higher National Diploma (HND) Accountancy

Abdu Gusau Polytechnic Talata Mafara Zamfara State – 2009

Post Graduate Degree (PGD) Accountancy

Abdu Gusau Polytechnic Talata Mafara Zamfara State – 2011

CERTIFICATIONS

Institute of Chartered Accountants Nigeria Certification – In Progress

Data Analysis with AI (2024)

Corporate Finance: Financial Analysis and Decision Making (2023)

Professional Diploma – Finance Business Partner (2023)

Advanced Certificate in Project and Program Management (2023)