

FRANCIS CHUKWUDI OKONKWO

FINANCE & ACCOUNTING PROFESSIONAL

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PROFESSIONAL SUMMARY

A highly motivated Finance and Accounting professional with strong technical expertise in financial accounting, financial reporting, credit control, tax compliance and audit support. Experienced in maintaining accurate financial records, managing reconciliations, monitoring receivables and payables, supporting statutory obligations and providing financial information that contributes to management decision-making.

CORE COMPETENCIES

Financial Accounting & Reporting | Bank & Control Account Reconciliation
Credit Control & Debt Recovery | Tax & Statutory Compliance
Accounts Receivable & Payable | Audit & Assurance Support
Cash Flow Management | Financial Analysis
Payroll & HR Administration | Microsoft Office, SAP, Oracle & Sage

PROFESSIONAL EXPERIENCE

RAVENPAY LIMITED

Accountant | June 2024 – Present

- Maintain accurate and up-to-date accounting records and general ledgers for all entities.
- Perform timely bank reconciliations and reconcile key control accounts, including debtors, creditors, inventory, POS and tax accounts.
- Prepare monthly financial reports and management summaries.
- Compute and prepare PAYE, WHT, VAT and other applicable statutory returns, ensuring timely filing and payment.
- Collaborate with auditors and provide required financial documentation and support during audit processes.
- Review daily bookkeeping entries for accuracy and monitor accounts receivable and payable ageing.
- Investigate inconsistencies between sales records and bank deposits and ensure proper documentation and authorization of transactions.
- Ensure compliance with financial regulations and company policies.
- Collaborate with the CFO to manage excess cash flow.

EMZOR PHARMACEUTICAL INDUSTRIAL LIMITED

Finance / Accounts – Credit Control Unit | September 2020 – May 2024

- Prepared accurate, complete and timely reports for management covering credit approvals, bad debts and payment processes.
- Coordinated collection of cheques and cash payments and ensured timely banking.
- Maintained credit sales records and monitored customers' credit status and performance.
- Ensured adherence to company credit control policies and supported further development of credit processes.
- Participated in the renegotiation of agreements and identified accounts requiring special attention or investigation.
- Prepared credit documentation, analysis, monthly statements and credit allocations.
- Managed Excel data and prepared aged debt reports.
- Verified payments against bank statements and approved invoices within approved credit limits.
- Maintained relationships with clients and sales teams, resolving internal and external queries around outstanding invoices.
- Set collection targets and provisions to support timely debt recovery.
- Developed performance measurement metrics for credit control.
- Reviewed credit terms and limits and managed the holding or release of orders against approved limits.
- Analyzed customers' financial condition and interpreted customer credit lines.
- Resolved difficult collection issues through direct client engagement and appropriate collection strategies.

EMZOR PHARMACEUTICAL INDUSTRIAL LIMITED

Human Resources / Administration | May 2019 – August 2020

- Organized, compiled and updated staff records and documentation.
- Maintained the HR calendar and database of temporary staff.
- Administered employment assessment tests and supported recruitment processes.
- Assisted with payroll preparation by providing data on absences, bonuses and leave and facilitated resolution of payroll issues.
- Prepared, managed and stored HR policies and procedure documentation.
- Ensured background verification and reference checks were completed.
- Prepared salary proposals for proposed employees.
- Handled welfare arrangements for management meetings and trainings.
- Answered employee questions, resolved complaints and provided requested information.

NESTLE COMPANY

Supervisor / Brand Ambassador | January 2017 – March 2018

- Supervised Brand Ambassadors on routine assignments.
- Maintained neat and clean sales areas and facilitated brand visibility through appropriate displays.
- Installed sampling booths, engaged consumers and maintained merchandise on shelves.
- Supervised activities and submitted reports to the company.

MICHAEL OKPARA UNIVERSITY OF AGRICULTURE, UMUDIKE

NYSC – Accounts Department | November 2015 – November 2016

- Assisted with recording and arranging student files.
- Carried out other accounting and administrative duties as assigned by the director.

EMZOR PHARMACEUTICAL INDUSTRIAL LIMITED

Intern – Internal Audit Department | January 2012 – January 2013

- Assisted with creating memorandums, stock-taking, bookings and reservations.
- Participated in inspection of goods entering and leaving the company.
- Carried out other duties as assigned by the manager.

EDUCATION & PROFESSIONAL TRAINING

Finance Management Training — Certificate • 2025

Compliance & Regulatory Training — Certificate • 2025

Technical & Digital Skills Training — Certificate • 2025

H.N.D. Accounting — Imo State Polytechnic • 2013 – 2014

O.N.D. Accounting — Imo State Polytechnic • 2010 – 2011

SKILLS

- Accounting and financial reporting
- Budgeting and cash flow management
- Invoicing, billing and debt recovery management
- Strong attention to detail and accuracy
- Analytical and problem-solving skills
- Integrity and confidentiality
- Good communication and organizational skills
- Proficient use of Microsoft Office, SAP, Oracle and Sage

REFEREE

Prof. Gideon A. Emerole

Director, Continuing Education Centre (CEC)

Michael Okpara University of Agriculture, Umudike, Abia State