

GIFT OGHOWHEN AMAKHALU

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PROFESSIONAL SUMMARY

Accounting graduate with practical experience in bookkeeping, invoicing, payment recording, financial record management, customer service, sales support, and tax-related administrative support. Experienced in using Zoho Books to manage invoices and customer accounts, monitor outstanding payments, and maintain accurate transaction records. Detail-oriented, organised, adaptable, and eager to contribute to an accounting and finance team while continuing to develop professionally.

CORE COMPETENCIES

- Bookkeeping and financial record management
- Zoho Books
- Tax compliance and filing support
- Sales support and order processing
- Communication and reporting
- Time management and organisation
- Invoicing and payment processing
- Cash and bank reconciliation support
- Customer service and relationship management
- Data entry and record keeping
- Administrative support

PROFESSIONAL EXPERIENCE

Accounting / Sales Manager

Favourite Gas | Lagos, Nigeria | 2026

- Manage invoicing, payment recording, and customer accounts using Zoho Books.
- Maintain financial and sales records and monitor outstanding customer payments.
- Handle customer enquiries, orders, and payment follow-ups professionally.
- Coordinate with the delivery team to support timely order fulfilment.
- Support bank reconciliation and review transaction records.
- Assist with VAT, PAYE, and other tax-related administrative tasks.
- Prepare invoices, payment records, and account reports for management.

Customer Support Agent

Freju Kitchen Restaurant | September 2019 – November 2021

- Managed daily customer transactions and maintained accurate sales records.
- Handled cash and supported basic reconciliation of daily income.
- Responded to customer enquiries and resolved issues professionally.
- Assisted with organising operational records and maintaining documentation.
- Supported daily operations in a fast-paced environment.
- Followed up with customers regarding outstanding payments, orders, and account-related issues.
- Handled customer calls and WhatsApp enquiries using calm, customer-focused communication.

EDUCATION

B.Sc. Accounting | Ambrose Alli University | 2021–2025

NYSC STATUS

Call-up number received; preparing for orientation camp.

INTERESTS

Reading and personal development • Networking • Problem-solving • Learning new skills