

SILAS HOPE OMAMOKE

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CAREER OBJECTIVE

Highly resourceful and self-motivated individual with broad experience in accounting, willing to work in a mutually beneficial environment where I can play a part in achieving set goals and objectives while facing challenges leading to personal development and company growth. I have displayed competence and capacity in different organizations whilst learning and developing my skills.

PERSONAL DATA

Date of birth: May 25th 1991

Gender: Female

Nationality: Nigerian

EDUCATIONAL QUALIFICATION

B.Sc. Accounting **2011 – 2014**
Ajayi Crowther University, Oyo

West African Examination Council (WAEC) Certificate **2004 – 2009**
Hopebay College, Lagos State

KEY COMPETENCIES

- Accounting Software proficiency (SAP, Sage Business Cloud and QuickBooks)
- Account Payable and Receivable
- Bank Reconciliation
- Inventory management
- General Bookkeeping knowledge
- Data Entry

PERSONAL SKILLS

- Knowledge of Microsoft Office tools; Word, Excel, PowerPoint, Outlook, Teams e.t.c
- Analytical skills
- Planning and organising skills
- Problem solving skills
- Leadership skills
- Ability to multitask
- Detail-oriented
- Communication skills
- Ability to make good research
- Customer service skills
- Time management skills
- Ability to work under pressure
- Active listening
- Interpersonal skills

WORK EXPERIENCE

NETT PHARMACY LTD, LAGOS STATE

July 2021 - Present

Designation: Management Accountant

Key Result Areas:

- Manage and oversee daily accounting operations.
- Preparation of financial statements and reports.
- Conduct month-end and year-end close processes ensuring accuracy and completeness of financial records.
- Raising of cheque and fund transfer forms.
- Tracking of HMO orders and processing invoice for due payments.
- Sorting of POS statements for banks/Fintech companies for all branches.
- Reconcile accounts and resolve discrepancies.
- Preparation of daily and monthly sales report to determine branches that met set targets.
- Recording and filing of sales remittance documents from branches.
- Comparative analysis of company's sales versus bank settlements.
- Liaison between the bank account officer and Fintech personnel for prompt response on POS complaints.
- Monitoring various cash flow into the company's account.
- Ensuring all inflows, and collections from clients are banked and variances if any, are reported appropriately and immediately to the internal auditors for investigation.
- Processing of customers refund.

ARKELO FOODS LTD, OGUN STATE

June 2020 - November 2020

Designation: Account and Procurement Officer

Key Result Areas:

- Preparation of daily sales report, monthly revenue, purchases and expenses reports.
- Supervision of stock count and preparation of weekly inventory report.
- Inventory management and maintained accurate purchase and pricing records.
- Reviewed, compared, and approved products to be purchased.
- Handling accounts payable and receivable.
- Preparation of monthly bank reconciliation.
- Recording transactions, payments and expenses.
- Processing invoices from suppliers and receipts issued to customers.
- Follow up on suppliers' overdue payments, ensuring invoices and payments match up correctly.
- Maintained good supplier relations and negotiating contracts.
- Ensured products and supplies are of high quality.
- Kept tracks of orders and ensured timely delivery of goods.
- Preparation of monthly payroll.

PUNDIT BOOKKEEPING SERVICES LIMITED, LAGOS STATE.

March 2019 - March 2020

Designation: Account Trainee & Administrative Officer

Key Result Areas:

- Analyze and post daily transactions on the bank statement using Sage Business Cloud software to the appropriate accounts.
- Making journal entries in the ledger for accounts debited and credited using QuickBooks software.
- Preparation of monthly financial statements and summary reports of a business as at a particular period. Also informing the managing director about the company's financial status.
- Preparation, remittance and filing of tax returns.
- Preparation of asset register/schedule of a company to keep track of the book value of assets and depreciation charges.

- Preparation of monthly bank reconciliation statement.
- Preparation of chart of accounts for businesses using the company's services.
- Managing clients' accounts payable and receivable.
- Preparation of amortization schedule.
- Organized filing system for important and confidential company documents.
- General office management such as ordering stationary.
- Overseeing the activities of junior staff.

FORTUNE CAREERS LTD, LAGOS STATE.

November 2015 – December 2018

Designation: Human Resource Personnel

Key Result Areas:

- Provided guidance and resources on every aspect of the company's policies and procedures.
- Organized staff training sessions and activities.
- Actively involved in employee recruitment and interviews.
- Planned team events and holiday functions.
- Maintained employees record and paper work.

NATIONAL YOUTH SERVICE CORPS (NYSC)

2014 - 2015

Community Secondary School, Eziam, Umuahia, Abia State.

Designation: Teacher