

KABIRU ABUBAKAR.

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Nationality: Nigerian

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Key Qualities / Expertise

- Apt knowledge of Internal Auditing with analytical and Numerical dexterity
 - Excellent Risk Assessment and Mitigation
 - Apt knowledge of Internal System
 - Apt knowledge of accounting software such as QuickBooks, Peachtree, Winpaccs
 - Apt knowledge of the EU and USAID financial retirement policies and processes
 - Familiarity with donor such as EU and national contractual procedures
 - Knowledge of national tax, pension and procurement laws
 - Building and maintaining relationships with implementing partners and other stakeholders
 - Sound strategic thinking and planning skills, including the ability to think creatively and innovatively - setting priorities, manageable work plans and evaluating progress
 - Articulate with excellent spoken and written English with knowledge of Hausa language
 - Sound project/ team management skills
 - Sound financial management and prudence
 - Excellent computer skills including sound knowledge of Microsoft Office suites
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Professional Experience

Sagad Farms Limited, Kano: Internal Auditor December 2023 – Date

- Work closely with other departments in budget development and implementation
- Conduct tests to identify deficiencies Carried out spot check on physical stock and trade debtors and other key areas.
- Perform audit procedures to verify implementation of controls.

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- Playing a lead role in the financial operations of the organization and ensuring timely and accurate financial reports and practices including cash management, payroll management and fund disbursement.
- Ensure compliance with all relevant laws, regulations, and policies related to payroll, employee benefits and taxes such as PAYE, VAT Filing, WHT
- Proper posting of financial entries and maintaining all financial records
- Monitor all expenditure and ensuring compliance with approved budgets and due authorization process
- Carrying out financial forecasting and risk analysis
- Reconciliation of account payables and receivables and advising management on cost effective measures · Responsible for preparing monthly, quarterly and yearly financial reports and Management Accounts for review by the Head of Department
- Coordination of Financial Audit with External Auditors
- Analysis of financial data and provide feedback that will assist in decision-making
- Handles weekly, monthly, quarterly and annual financial reports
- Constantly reporting the company's financial health and liquidity
- Maintaining bank relationships and maintaining a database of bank details
- Management of the company's fixed asset register
- Managing the inventory of raw materials and finished goods in a supervisory role.

Euro Exim Bank (Hybrid): Trade Finance Executive November 2023 - Date

- Sales of products and services to national and international clients

Yola Electricity Distribution Company: Internal Control Officer July 2021- November 2023

- Design of internal policies and procedures. Risk assessment and mitigation.
- Assets Disposal. Efficient Management System. Provision of advisory services to other departments, board & management reporting. Review and vetting of payments
- Monitor all expenditure and ensuring compliance with approved budgets and due authorization process
- Carrying out financial forecasting and risk analysis

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MTN Communication Ltd, Kano: Finance and Logistics Officer - December 2019 – May 2021

- Preparation of monthly business activity reports, financial reports, revenue and expenditure projections for the new month. Processing of financial requests.
- Handling of staff salary, payment of consultancy fee to resource persons and ensuring all statutory deductions are made.
- Interfacing with approved vendors for procurement of goods and services
- Review and analyse all vendors/suppliers, supply and price options
- Negotiate the best deals for pricing and supply contracts
- Ensure that the product and supplies are high quality
- Review all purchase requisitions, Request for Quotations (RFQ)
- Ensure timely delivery of all material and service in accordance with the schedule
- Preparation of monthly business activity report, financial reports, revenue and expenditure projections for the new month.
- Assist the management in making financial decisions by constantly preparing and providing the revenue and expenditure projections as at when due or needed.
- Find ways to reduce or maintain costs by studying financial reports and business processes.
- Producing financial reports relating to budgets, account payables and receivables, expenses and cash flows etc. Assisting in the preparation and reviewing of all departmental budgets
- Managing all financial records and ensures prompt payment of due receipts and issuance of invoices as at when due · Reconciling daily, monthly and yearly business transactions.
- Preparing balance sheets
- Processing invoices and filing of returns as related to taxes and other statutory compliances
- Being a key point of contact for other departments on financial and accounting matters

Pampam Development Initiatives Yola: Quality Check/Field Supervisor Community Access to Rectal Artesunate for Malaria (CARAMAL) Funded by Clinton Health Access Initiative April 2010- March 2011

- Sensitization and advocacy visits to the mapped communities on the importance of Rectal Artesunate.
- Supervision of the cash disbursement to the participants of the field workshops on CARAMAL
- Ensures proper implementation of cash disbursement and proper retirements.

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- Supervision of the activities of the field workers for both the baseline and midline Household survey on CARAMAL · Ensure even distribution of malaria drugs to all the mapped communities.
- Back checking the quality of survey interviews carried out in the mapped communities.

**Deutsche Gesellschaft Für Internationale Zusammenarbeit (GIZ) Zamfara: State Cashier:
Support to Strengthening Resilience in The North East (An EU/BMZ jointly funded
programme) July 2008- February 2010**

- Ensure that financial administration functions well in accordance with GIZ standard procedures.
- Effectively coordinating with the staff of the finance and administrative team at GIZ Program Office. · Carryout monthly financial planning, monitoring and accounting for GIZ-assisted projects.
- Monitors income, expenditure and prepares monthly bank reconciliation to reconcile cash and bank balances.
- Reports regularly to the Finance and Administrative manager on finance and operations activities. · Handle day to day cash transactions and maintain cash boxes.
- Performs end of month supervised cash count and periodic surprise cash count.
- Keep records and reports of all financial transactions.
- Prepares monthly budgets and monitors deviations.
- Prepares monthly analyses of expenditure compared to total project budget for the month.
- Ensures proper implementation and reporting of all cash-based activities in the communities such as the Community Development Planning (CDP) sessions.
- Planning and organizing the cash distributions to the identified beneficiaries in the project communities. · Analyses, examines, and interprets account records, compiles financial information, and reconciles reports and financial data.
- Process journal entries and perform accounting corrections to ensure accurate records.
- Submit the End-Of-Period accounts from the project accounting, cashbook, bankbook and account balance vouchers from WINPACCS to the Country Office Finance department through the Program's accountant.
- Monitoring of the partners' financial activities and reviewing monthly financial reports in line with GIZ operational policies and guidelines.
- Ensuring strict financial and documentation compliance of contractual agreements with all local subsidy partners' such as the "Feed and Read Programme", and "The Provision of Psychosocial Support to Vulnerable Returning Chibok Girls". · Interfacing with the board of

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internal revenue on tax related matters such as filing of annual tax returns and remittance of PAYE.

- Reports all problems with financial administration and compliance without delay.
- Assists with the procurement of goods and services in compliance with GIZ's procurements O+R · Draw up local procurement contracts up to the tune of €2,500.00 (Two Thousand Five Hundred Euro Only) · Monitoring of field office assets and inventories, and keeping of the fixed asset register in soft and hard files. · Assisting the field coordinator in general office administration and logistics management.
- Monitoring the fuel consumption rate of all project vehicles and generating sets
- Make Hotel/Venue Bookings for the team and partners in the case of workshops as delegated by the component manager, and provide feedback to the requesting component on progress made.
- Liaise with the required facilities to find the best options available and ensure value for money.

Abdu Gusau Polytechnic, Talata Mafara Internal Auditor May 2013 - October 2019

- Devices and implemented audit policies and procedures in line with local and international best practices.
- Draw up an annual internal audit plan based on key risk and strategies.
- Processing of financial requests for all activities.
- Review and post auditing of staff salary, payment of consultancy fee to resource persons and ensuring all statutory deductions are made.
- Ensure timely remittance to the tax authorities of all statutory deductions from staff salaries.
- Compilation and submission of quarterly financial reports to the grant officer of the MCN team.
- Draw procurement contracts for vendors in line with the procurement rule and processes of the donor. · Make all necessary travels and logistics arrangements for the staff of the polytechnic's trips
- Ensure strict financial and documentation compliance in line with the donor's standards.
- Contribute to the preparation of the project's final reports

Abdu Gusau Polytechnic, Talata Mafara. Lecturer May 2011 - December 2013

- Lecture HND and ND students on Taxation, Financial Accounting, Management Accounting and Auditing.
- Supervise students' projects/research
- Attend Conferences and Seminars, and writes Publications.

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Summary of Related Experience and Qualifications

Higher Education

Institutions	Course of Study	Year	Certificates obtained:
National Open University, Yola	Bus. Admin	2024	Masters of Science
Usmanu Danfodio University, Sokoto	Accounting	2017	Bachelors of Science
Abdu Gusau Polytechnic, Talata Mafara	Accounting	2006	Higher National Diploma
Association of National Accountants of Nigeria	Accountancy	2008	Certified National Accountant

Other Courses / Credentials

Course / Credential	Institutions
Introduction To Data Analytics for Accounting Professionals	Association of International Certified Professional Accountants (AICPA)
Fundamentals of Accounting and Reporting	Tally Education
Financial Management Essentials	Cornerstone OnDemand Foundation
Finance and Budgets in Emergencies	Save the Children
Safety and Security Awareness Training (SSAT)	Risk Management Office-Deutsche Gesellschaft Für Internationale Zusammenarbeit (GIZ)
Understanding Procurement Contract Process.	Deutsche Gesellschaft Für Internationale Zusammenarbeit (GIZ)

Business fraud prevention	Wolters Kluwer
Guardians and The Gardner of Governance	Wolters Kluwer
Maximizing Business engagement during an audit lifecycle	Wolters Kluwer
Implementing an integrated approach to assurance provision	Wolters Kluwer
Cash Transfer Programming in Emergencies	United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA)
	Introduction and Update for Cash Transfer Programming United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA)
Budget Awareness, Consultations and Analysis for Civil Society Organisations	USAID State Transparency, Accountability and Effectiveness Activity (State2State) and Budget
National and Subnational Budget Analysis Training	Budget
Understanding Public Procurement: Policies and Procedures	Centre for Social Justice
Multi-Stakeholder Dialogue on Conflict Sensitivity	Mercy Corps
Basic Accounting Operations	H. Pierson Consult
Basic Banking Operations	Centennial Capital Management

Personal Effectiveness and Attitude Re-orientation	JMJ Consult
Understanding The Nigerian Banking Industry, Marketing Skills and Quality Customer Service Delivery	Leadership Development Consult

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Language skills: Competence on a scale of 1-5 (5 - excellent; 1 - basic)

Language	Reading	Speaking	Writing
English	5	5	5
Hausa	5	5	5
Fulbe	4	2	3

Referees

Abdur Rashid Abubakar

Head of Internal Control

Mainstream Energy solutions, Abuja (Internal Control)

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Yusuf Abdullahi

Head of Account

Yola Electricity Distribution Company

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