

AKONU, LADYJUNE CHIJINDU

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CAREER SUMMARY:

Detail-oriented Accounting Professional with over 3 years of experience supporting financial accounting, transaction processing, account reconciliation, financial reporting, payroll processing, taxation, audit procedures, budgeting and variance analysis. Experienced in preparing journal entries, processing invoices and payments, reconciling financial records, preparing PAYE and pension schedules, and supporting accurate and timely financial reporting. Proficient in Sage X3, Zoho and Microsoft Office, with strong analytical, numerical and problem solving skills. Demonstrates high attention to details, accuracy, confidentiality and commitment to financial controls and compliance.

CORE COMPETENCIES:

- Financial Reporting & Budgeting.
- Proficiency in Accounting Software (Sage X3 and Zoho).
- Account Payable and Receivable.
- Payroll Processing.
- Tax and Statutory Compliance.
- Advanced Microsoft Office & Excel.
- Invoice and Payment Processing

WORK EXPERIENCE:

ACCOUNT EXECUTIVE

09/2025 - Present

SAGELIFE LABORATORIES LIMITED, IKEJA GRA, LAGOS STATE.

ACHIEVEMENTS:

- Daily reconciliation of financial transactions and investigation of discrepancies to ensure accurate accounting records.
- Preparing Monthly Report, Analyzing transactions and testing transactions and balances to support management reporting.
- Preparing and processing journal entries, payroll, petty cash and other accounting transaction accurately and promptly.
- Issuing invoices to our credit clients and following up for outstanding payment to ensure effective account receivable management.
- Preparing and processing PAYE, Pension in accordance with applicable requirements.
- Pricelist calculation, preparation of budget and variance analysis to support financial planning and decision making.

ASSISTANT ACCOUNT OFFICER

07/2023-08/2025

AMARA NWACHUKWU & CO. (CHARTERED ACCOUNTANTS), LAGOS STATE.

ACHIEVEMENTS:

- Utilized accounting and tax database software to organize and process individual and corporate tax returns.
- Assisted the audit team in performing audit procedures, including testing transactions and balances and supporting financial records
- Assisted in preparing and processing journal entries, payroll, and other accounting transactions.
- Maintained accurate accounting and audit documentation to support internal controls and external audit engagements.

ACCOUNT INTERN

07/2022-06/2023

AMARA NWACHUKWU & CO. (CHARTERED ACCOUNTANTS), LAGOS STATE.

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ACHIEVEMENTS:

- Assisted in ensuring all financial audit reports are recorded, filed and stored properly while identifying and documenting findings and recommendations.
- Assisted in providing administrative support to accounting staff, including answering phones, responding to emails and preparing correspondence.
- Participated in professional development training to enhance skills and knowledge.
- Assisted in preparing financial reports, such as balance sheets, income statements, and cash flow statements, among others.

CASHIER

08/2021-05/2022

EVERYDAY SUPERMARKET, AWKA, ANAMBRA STATE.

ACHIEVEMENTS:

- Processed transactions using a point-of-sale system while handling cash, credit card and other payment transactions.
- Handled customer complaints and concerns while attending to other inquiries and resolving issues.
- Managed cash register and reconciled cash transaction.

EDUCATION:

Bachelor of Science in Accounting

07/2021

Nnamdi Azikiwe University, Awka, Anambra State.

TECHNICALSKILLSSET:

- Accounting Software: Sage X3 and Zoho
- Strong Analytical and Problem Solving Skills.
- Good Communication and Organizational Skills.
- Excellent Communication and Team-Work Skills.

PROFESSIONALCERTIFICATION

INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)

IN VIEW

PROFESSIONAL LEVEL

REFEREES:

AVAILABLE ON REQUEST.