

BERNARD, ODEY ALLOYSIOUS

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PROFESSIONAL SUMMARY

Accounting and Finance leader possessing more than 10 years of all-encompassing experience in financial management, account balancing, and operational management. Experienced in the preparation of financial reports, cash flow management as well as the provision of correct payroll and invoice processing in the transport and petroleum industries. Driven by precision, adherence, and betterment and makes a contribution to organisational objectives as a team leader and as a team player.

PERSONAL DETAILS

		Nationality	Nigerian
State of Origin	Cross River State (Yala LGA)	Marital Status	Married

WORK EXPERIENCE

Manager / Accountant | Cityride Transport Limited 2019 – Present

- Manage financial transactions such as books, payroll, and monthly financial reports.
- Keep a complete vehicle inventory register and register that has over 20 vehicles, and records are kept of the status of the assets.
- Monthly staff salaries-process salaries and make sure that they are disbursed on time and proper records of salaries maintained.
- Provide responsive customer care, addressing customer issues and bettering customer satisfaction results.
- Prepare monthly management reports to facilitate the senior decision on fleet performance and cost management.

Account Officer | AZ Petroleum Products Limited 2022 – Present

- Produce, issue, and maintain client invoices with minimal error minimizing the discrepancies in billing.
- Keep track of and reconcile accounts payable and accounts receivable and make sure that accounts receivable and accounts payable are paid on time and have updated ledger balances.
- Conduct bank reconciliation statements monthly to check the financial data and detect irregularities.
- Maintain fund of petty cash, such as disbursements, replenishment and monthly balancing of cash-book.
- Control and monitor credit exposure and bad debt recovery reducing the risk of bad debt.

The preparation and accrual of post prepayment in line with standard accounting practices.
Offer all-time customer support, answering financial questions of customers and suppliers.

EDUCATION

Qualification	Institution	Year
B.Sc. Accounting — Second Class Lower	University of Jos, Plateau State	2013
Diploma in Business Management — Second Class Lower	University of Jos, Plateau State	2005
Senior Secondary Certificate (SSCE)	Army Day Secondary School, Ibadan, Oyo State	2000
First School Leaving Certificate (FSLC)	Army Children School, Ibadan, Oyo State	1989

SKILLS & COMPETENCIES

- Financial Reporting & Analysis
- Accounts Payable & Receivable
- Bank Reconciliation
- Payroll Processing
- Budget & Cash Flow Management
- Credit & Debt Control
- Microsoft Word & Excel
- Strong Communication Skills
- Fleet & Asset Management

INTERESTS

Football |Lawn Tennis |Music |Reading |Travelling

REFEREES

Mrs. Victoria Bulus

Lagos Business School
Lekki Ajah, Lagos State
080

Dr. Desmond Ighravwe

Bells University of
Technology, Ogun State
08033561227

Mr. Ibeawuchi Chinonso

Regent Commission
Church Satellite Market
Road, Jos, Plateau State
08062060366