

MAHA SCHOLASTICA IJEOMA

20 ADEOGUN STREET,
ORILE OSHODI, LAGOS STATE.
TEL:07063004998, Email:ijeomaschola@yahoo.com

CAREER GOAL

To become a valuable part of an organization in fostering a stable and positive environment which encourages creativity in the pursuit of strategic objectives.

CORE SKILLS

Strong communication skills
Excellent problem-solving and analytical skills
Good presentation skills
Good interpersonal relationship
Ability to collaborate with people as a team to achieve satisfactory results.
Resilient when working with pressure to meet deadlines.

EXPERIENCE

Tricare Pharmaceutical Limited, Lagos State.

Finance—Accountant **2024—Til date.**

Responsibilities

Managing the Organization's financial transactions.
Processing payments voucher, posting of payment vouchers/retirements.
Reconciliation of vendors' account.
Preparation of Staff Pension Schedule and remittance to PFA.
Preparation of Staff Payroll and Salaries payment processing/initiation online.
Support in Monthly stock count and reconciliation.
Maintain records of taxes (PAYE and WHT) and other statutory filings.
Preparation and submission of other subsidiary reports-Sales report per region and sales rep, sales reps' expenses.
Reconcile payable reports to confirm that all amounts paid are accurate.
Preparation of Financial Statements to ascertain profit or loss of account and statement of financial position.
Provide financial insights to support decision-making and improve efficiency.
Develop and implement cost control measures.

Bravo Products Limited, Lagos State.

Accountant

2020—2024

Responsibilities

Recording transactions, payments, expenses and processing invoices.
Each expense must be cross-checked with the corresponding invoice, to ensure that the billing is accurate.
Processing refunds, raising debit and credit notes.
Managing petty cash transactions.
Prepare Customers Quarterly Rebate.
Pricing of product when there is change in price.
Managing the company's account payables and receivables.
Examining statement for error.
Bank Reconciliation.
Preparation of Staff Payroll Salaries.
Creating and presenting all financial findings to top management along with attending face-to-face meetings for review as may be required.

Eastern Metals Ltd. Asaba, Delta State.**Accounts Assistant****2013–2015****Responsibilities:**

Entry of daily sales of Weigh bridge receipts.

Payment of staff salary, leave and overtime allowance.

Preparation of staff Pension Schedule for remittance to PFA.

Recording daily purchase of materials.

Wichtech Company, Onitsha, Anambra State.**Accounts Assistant****January–December 2012****Responsibilities:**

Overseeing the company's running expenses.

Entry of daily sales of Customers

Processing of staff salary

Recording daily purchase of materials.

Reconciliation of customers and suppliers accounts.

Hospital Management Board, Asaba, Delta State.**Industrial Training–Salary Department/Section.****August–December 2008****Responsibilities:**

Checking daily entry of material purchase for Hospital usage.

Processing staff salary, leave and overtime allowance before approval.

Assisting in checking Hospital expenses both cheque and cash payments vouchers.

EDUCATION

Institute of Chartered Accountant of Nigeria. (ACA).

In View

University of Port Harcourt, Port Harcourt. River State.

2016 - 2019Bachelor of Science (**Accounting-Edu**)

Federal College of Education (Technical), Asaba, Delta State

Nigeria Certificate of Education (**NCE-Accounting**)**2007 - 2009**

Azagba Mixed Secondary School Issele-Azagba, Delta State.

National Examination Council (**NECO**) **SSCE****2001-2006**

Azagba Primary School, Issele-Azagba

First School Leaving Certificate (**FSLC**).**1995-2000****COMPUTER EXPERIENCE**

Microsoft Word, Excel Package office and Application Software like Kwayet, Tally and Quickbook.

REFEREES**Mr Kingsley Enujeko**

Procurement Personnel,

Federal Ministry of Labor and Productivity.

Port-Harcourt, River State.

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Mrs Eseneh Awele

Retail Sales Manager,

Sims Nigeria Limited.

Ikeja, Lagos.

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