

ABDULKAREEM, ISHAQ KERRY

15, Ojurongbe Street,
Off power-line, Egbeda, Lagos State, Nigeria

+234 802 295 9634, +234 813 130 1519

kerry94real@gmail.com

ADMINISTRATIVE & FINANCE EXECUTIVE

Accountant | Administrator

Result-driven, Honesty, and detail-oriented Accountant with a solid foundation in accounting principles and substantial hands-on experience in financial management. Recognized for executing financial tasks with precision, integrity, and a commitment to upholding ethical standards. Adept at ensuring compliance with regulations, resolving discrepancies, and delivering accurate financial reports that support strategic decision-making. Proactive in pursuing professional growth through continuous learning and skill enhancement, with a commitment to achieving excellence in financial analysis, reporting, and strategic decision-making.

Areas of Expertise

- | | | |
|-------------------------------|-----------------------------|-------------------------------|
| ▪ Financial Services | ▪ Budgeting & Forecasting | ▪ Process Improvement |
| ▪ Account Management | ▪ Regulatory Compliance | ▪ MS Office, Sage & Peachtree |
| ▪ Strategic Planning/Analysis | ▪ Internal Control/Audit | |
| ▪ Credit & Record Maintenance | ▪ Reporting & Documentation | |

Professional Experience

CARITAS COMMUNICATIONS LIMITED

MAY 2022 – TILL DATE

FINANCE/ADMIN ASSISTANT

Prepare accurate weekly, monthly and annual financial reports and statements to support informed decision-making. Collaborate with sales representatives to ensure timely payment of overdue debts, reducing outstanding receivables. Process and manage accounts payable and receivable, ensuring prompt and accurate transactions. Maintain sufficient funds for seamless project execution and operations. Update and manage Sage accounting records daily to reflect accurate financial data. Reconcile bank statements daily, promptly resolving discrepancies to maintain financial accuracy. Generate invoices, track expenses, and maintain organized financial records to ensure transparency and accountability. Handle monthly tax filings (LIRS and FIRS), ensuring compliance with tax regulations. Contribute to the preparation of annual returns and support external audits by providing accurate documentation. Managed the audit exercise with the external auditor, ensuring smooth execution and accurate reporting. Developing and monitoring budgets to align with the company's financial goals. Collaborate with the finance team to ensure adherence to accounting policies and standards. Provide critical support for financial analysis, helping management identify cost-saving opportunities and improve profitability. Perform administrative duties, including organizing and maintaining company records, managing correspondence, and coordinating logistics for meetings and events. Ensure the smooth functioning of office operations by addressing administrative challenges and maintaining a productive work environment. Contributed to training and onboarding new team members on the company's financial processes and software

DIGITAL MARKETING LIMITED

SEP 2021 – JAN 2022

INTERN, FINANCE ASSISTANT

Supported daily financial operations, including data entry, invoice processing, and account reconciliation. Conducted stocktaking activities and assisted in the preparation of detailed financial reports. Collaborated with team members to streamline financial workflows and improve process efficiency. Gained hands-on experience in preparing and organizing financial documentation for management use.

Professional Experience Continued...

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COMPUCLICK SOFTWARE LIMITED

Nov 2017 – Aug 2021

ADMIN OFFICER

Oversaw daily administrative operations, ensuring smooth office functionality and efficiency.

Managed and organized paperwork, records, and files to maintain accurate and accessible documentation.

Processed invoices, monitored office expenses, and maintained supply inventory to ensure operational continuity.

Ensured the office environment was well-maintained, safe, and secure, addressing any arising issues promptly.

Resolved administrative challenges effectively, fostering a productive work environment.

Coordinated meetings and schedules, ensuring seamless communication between departments.

Assisted in drafting and distributing company policies and memos to staff.

Monitored office equipment maintenance and ensured the availability of essential supplies to avoid workflow interruptions.

Education, Qualification & Trainings

Student Member, Institute of Chartered Accountants of Nigeria ICAN)

Diploma in Sage Accounting, Golden Wealth Associates, 2022

Higher National Diploma in Accounting, Federal Polytechnic Idah, Kogi state, 2016

National Diploma in Accounting, Federal Polytechnic Idah, Kogi state, 2012

Senior Secondary Certificate Examination, Ewutuntun Grammar School, Mafoluku, Oshodi, Lagos, 2005

IT FORTE

- ♦ Sound working knowledge of Sage and Peachtree accounting package
- ♦ Sound working knowledge on Ms Office (Excel Spread sheet, Word and PowerPoint)
- ♦ Excellent knowledge in accounting regulations
- ♦ Strong attention to details and good analytical skills
- ♦ Credibility, Integrity and confidentiality

PERSONAL DOSSIER

- ♦ Language Skills : English, Ebira and Yoruba
- ♦ Nationality : Nigerian
- ♦ Gender : Male

References

Available upon request.