

SHAIBU ITOPA OMEIZA

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Professional Summary

Dedicated and detail-oriented finance professional with over nine years of combined experience in banking operations, accounting support, and client service. Spent seven years in the banking sector, developing strong expertise in cash handling, customer relations, and financial documentation. Served as an Assistant Accountant for two years, supporting financial reporting, reconciliation, and expense tracking with accuracy and integrity. Most recently worked as a Bolt driver in Abuja for six months, demonstrating reliability, time management, and excellent interpersonal skills. Recognized for professionalism, integrity, and commitment to delivering quality service in all roles.

Core Skills

Financial Management & Reporting

- Financial statement preparation (Balance Sheet, P&L, Cash Flow)
- Budgeting and forecasting
- General ledger maintenance
- Accounts payable and receivable management
- Bank reconciliation and cash management

Accounting & Audit Processes

- Journal entries and month-end closing
- Internal controls and compliance
- Audit preparation and support
- Tax computation and filing

Technical Proficiency

- Microsoft Excel (Advanced functions, Pivot Tables)
- Data entry and financial database management

- ERP system experience

Professional Experience

Guaranty Trust Bank PLC — *Banking Officer / Operations Staff*

📍 Abuja, Nigeria | April 2019 – September 2025

- Managed day-to-day banking operations, including deposits, withdrawals, and account reconciliation, ensuring accuracy and compliance with internal and regulatory standards.
- Delivered excellent customer service by handling client inquiries, resolving issues promptly, and maintaining positive client relationships.
- Assisted in the preparation of financial and operational reports in line with CBN and audit requirements.
- Maintained professionalism, confidentiality, and integrity in all financial dealings.

Flexisaf Edusoft Limited — *Assistant Accountant*

📍 Abuja, Nigeria | January 2017 – February 2019

- Assisted in preparing and maintaining financial records, including ledgers, invoices, and expense reports.
- Supported month-end closing processes and reconciled accounts to ensure accurate financial reporting.
- Processed supplier payments, managed petty cash, and maintained accounts payable and receivable schedules.
- Collaborated with auditors to provide documentation and implement process improvements for better financial control.
- Utilized accounting software (**QuickBooks / Sage**) to record and monitor transactions efficiently.
- Ensured compliance with company financial policies and supported the finance team in day-to-day operations.

Bolt (Ride-hailing Service) — *Driver / Partner*

📍 Abuja, Nigeria | March 2025 – September 2025

- Provided safe, timely, and customer-friendly transportation services to a diverse range of clients across Abuja.
- Maintained excellent customer ratings through professional conduct, reliability, and effective communication.

- Managed route planning, navigation, and vehicle upkeep to ensure efficient daily operations.
- Demonstrated discipline, punctuality, and commitment to service quality under minimal supervision.

Education

Higher National Diploma (HND) in Accounting

Abdu Gusau Polytechnic, Zamfara State | January 2015 – January 2017

- Graduated from the Department of Accounting with strong emphasis on financial reporting, auditing, and management accounting.

National Diploma (ND) in Accounting

Kogi State Polytechnic, Lokoja, Kogi State | March 2010 – February 2012

- Completed coursework in basic accounting principles, taxation, and business finance.

Diploma in Computer Studies

Ectics Computer School Kogi State | January 2009 – December 2009

- Gained foundational knowledge in computer applications, including Microsoft Office and basic IT skills.

Certifications

Online Marketing Fundamentals

eMarketing Institute | Issued 20th July 2018

Certification Number- CERT00386435-EMI

Interests

Leadership, Travel, Fitness, Music, Football etc.

Referees

Mr. Mutiu Quadri

Retail Divisional Head, Guaranty Trust Bank PLC.

 0708 028 1999.

Miss Musa Rahmat

Relationship Manager, Guaranty Trust Bank PLC.

 0807 685 8700.

Mr. Shaibu Abdulkareem

Businessman.

 0806 911 7350.

