

Ugochukwu Samuel Udochukwu

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■ Lagos, Nigeria

Professional Summary

Analytical and detail-oriented Accounting Graduate (Second Class Upper) with a solid foundation in financial reporting, reconciliation, and cash flow management. Experienced in corporate accounting processes, invoicing, and the use of Xero Accounting Software to maintain accuracy and transparency in financial records. Strong background in budget analysis, cost control, and documentation. Proven ability to support finance operations in fast-paced environments such as oil and gas and manufacturing. Currently pursuing ICAN certification to enhance professional competence and industry impact.

Education

Bachelor of Science (B.Sc.) in Accounting

Abia State University, Nigeria | Graduated September 30, 2023 | Second Class Upper Division (2.1)

Professional Experience

Accounts/Finance Intern

Encapsulate Nigeria Limited, Lagos | 2025 – Present

- Managed the preparation and processing of invoices for multiple projects, ensuring proper documentation and timely submission.
- Assisted in financial reconciliations and review of Service Entry Sheets (SES) to support accurate project cost tracking.
- Supported monthly expense reporting and petty cash management in line with internal control procedures.
- Utilized Xero Accounting Software for transaction posting, vendor payments, and account analysis.
- Collaborated with the finance team to ensure compliance with company financial policies and reporting standards.

Accountant (Volunteer)

Betta Edu Charity Organization, Nigeria | 2023 – 2024

- Prepared and analyzed financial statements to ensure compliance with internal financial policies.
- Conducted monthly budget reviews, identifying cost-saving opportunities and optimizing fund utilization.
- Streamlined financial documentation processes, improving record accuracy and reporting speed.
- Supported financial literacy initiatives that reached over 100 beneficiaries, promoting community empowerment.

Skills

Core Accounting: Financial Reporting, Account Reconciliation, Budgeting, Invoicing, Petty Cash Management, Cash Flow Analysis

Software Proficiency: Xero Accounting Software, Microsoft Excel (Pivot Tables, Formulas), Word, PowerPoint

Soft Skills: Analytical Thinking, Attention to Detail, Team Collaboration, Time Management

Certifications & Training

- ICAN Certification (In Progress)
- Xero Accounting Software: Proficient in managing accounting systems and financial records

Leadership & Extracurricular Activities

- Student Representative Council (2022–2023): Organized events, resolved student issues, and improved engagement.

- Community Financial Literacy Volunteer: Delivered budgeting and savings workshops to over 200 participants.

Interests

Oil and Gas Accounting, Manufacturing Industry Finance, Financial Technology (Fintech) Innovations, Entrepreneurship and Process Improvement

References

Available upon request.