

Emmanuel Essien, Ita

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Address: 2, Akobi Crescent Off Fashoro Street Surulere, Lagos., Lagos State, Nigeria.

Highly experienced and skilled accountant with a strong background in healthcare finance and human resources with proven expertise in financial statement preparation (income statement, statement of financial position), Recruitment and Payroll Management, Budgeting and financial planning, Bank reconciliation and cash management, Auditing and financial analysis, Management accounting and cost control, Salary scheduling and benefits administration (pension, taxation).

Proficient in financial software and systems, with a strong commitment to accuracy, integrity, and confidentiality. Seeking a challenging role in finance and human resources where expertise can contribute to organizational success.

Qualification/Certifications

- Institutions of Chartered Accountants (**ICAN - Skills level**) In Progress
- Cross River University of Technology BSc. Accountancy(**Second Class Upper**) 2017
- Pacific Computers, Calabar 2009
Diploma in Information Communication Technology

Professional Experience

X- Serve Children's Hospital, Surulere, Lagos State.

Accountant

August 2021 - Present

As the accountant in this specialist hospital, I carry out a wide range of responsibilities ranging from the overall hospital operations, HMO/Insurance Relationship Management, Medical Billing and Reconciliation, Service Promotion Etc.

Key Responsibilities:

1. Prepare accurate and timely financial statements (income statement, statement of financial position)
2. Develop and manage budgets, forecasts, and financial plans
3. Perform bank reconciliations, cash management, and auditing
4. Conduct financial analysis and provide insights to management
5. Manage salary scheduling, benefits administration (pension, taxation)
6. Ensure compliance with regulatory requirements
7. Collaborate with internal teams (finance, operations, management)
8. Take part in hiring and training processes
9. Strengthen relationship with external consultants representing different pediatric specialties – Neurology, cardiology, nephrology, orthopedic et

Rainbow Specialist Hospital

Accountant, Admin/Operations Manager, HMO Officer

September 2019 –July 2021

As an Admin/ Operations Manager, I ensured the hospital is equipped to serve her patient on a daily basis.

Key Responsibilities

- Strengthen relationship with key decision makers in different Health Maintenance Organization (HMOs) through cold calls and friendly visits which has led to a significant boost in our revenue as we retain a steady flow of referrals from them. Also schedule periodic engagement meetings with key stakeholders to further solidify our partnership.
- Independent submission of all HMOs bills on their portal and via email timely. Follow up on payment to avoid delay claim payment.
- Prepare monthly payroll
- Work with human resource department to hire and train staff
- Ensure operational excellence by constantly supervising daily business and departmental operations to affirm that their meet the organizational standards.

Premium Tutors, Yaba, Lagos State

Account Officer

September 2018 –July 2019

- Prepare payroll
- Manage daily expenses

Interpersonal Skills and Competences

- Bank Reconciliation
- Payroll Management
- Data Analysis
- Taxation
- Service Promotion
- Proficient in the use of Microsoft Office - Ms Word, Ms Excel and PowerPoint

References;

- **Available on request**