

PAUL M. SILAS

ACCOUNTING ANALYST.

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State: Akwa-Ibom, Ukanafun LGA

OBJECTIVE

I am a young, focused, and hardworking individual familiar with general office practices and possess the ability to communicate effectively in oral and written formats. I am passionate about finance and accounting and aspire to grow via work experiences and personal learning developments and I seek opportunity to secure a relevant placement in an organization where I can learn, positively add value and utilize my knowledge and skills to improve services and meet organizational goals.

EDUCATION

University of Port Harcourt

2015 – 2019

B.sc (ed) Accounting

Ajibay Academy Akowonjo

2005 - 2011

SSCE/NECO

WORK EXPERIENCE

HURLAG TECHNOLOGIES LTD

Aug 2024 – till date

Inventory management officer

- inventory movement documentation
- maintain accurate inventory records
- managing stock levels
- reconcile physical inventory with records
- tracking incoming and outgoing materials
- conduct quarterly inventory counts
- receive , store and receive material
- inventory accounts reconciliation
- coordinate with accounts department on AR and AP
- assist with statutory and internal audit

LAKIA CONSTRUCTION

Feb 2024 – July 2024

Accountant

- payroll administration
- bank Reconciliation
- assist with forecasts and budgetary functions
- filling of PAYE taxes
- accounts payable and receivable
- bank reconciliation
- analyse and post transactions to appropriate ledgers and accounts on quickbooks
- record and analyse financial documents and transactions
- financial reports and assist with auditors

ACCESS INTERNATIONAL SCHOOLS
accountant

oct 2022 – Dec 2023

- In charge of payroll
- PAYE and annual returns remittance
- Analyse financial statements and reports
- Accounts payables and receivable
- Bank reconciliation
- financial reports and statements through quickbooks

ACCESS INT'L SCHOOLS(NYSC)
Assistant accounting officer

Oct 2021 – sep 2022

- Keeping records on voucher,
- Providing accounting and clerical assistance to the accounting department,
- Tax Processing of PAYE and annual returns.
- Follow up with parents for their ward's fees,
- Process record payment of each day,
- Record transactions on quickbooks,
- Keeping expenses report on fuel usage and vehicle maintenance.

STRIDE FARMS NIG. LTD
Accounts receivable officer

Jan 2021 – Aug 2021

- Maintaining the accounts and billing operations
- Generate invoices and receipts through quickbooks
- Assisting in financial reporting
- Follow up with customers outstanding payments
- Maintaining, analyzing and recording transactions
- Assist in preparation of weekly and monthly financial statement
- Reconcile bank statement and the accounts receivable ledger
- Providing daily reports on accounts receivables to management

WASHBURN LOGISTICS LTD
Assistant account and admin officer

Aug 2016 – Jan 2018

- Packaging and delivery of documents
- Tax Processing
- Accounts receivable and payable
- Receive visitors and schedule appointments.
- Give administrative support to senior staff and management.
- Performed general office administration.
- Help to lodge and process payments at the bank with accurate record sheet maintained.

SKILLS & COMPETENCIES

- Ability to communicate effectively both orally and in writing.
 - Sound analytical skills.
 - Sound knowledge of GAAP and IFRS
 - Ability to deal with people in a multicultural environment.
 - Effective time management and
 - Ability to work under pressure and multitask.
 - Ability to meet tight deadlines and work independently and be innovative and creative.
 - Proficient in Microsoft Office
 - Knowledge of Quickbooks accounting software
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PROFESSIONAL AFFILIATIONS

ACA (In-View)

REFERENCES

- Available upon request