

CURRICULUM

VITAE

Email Address: Goodnews4lifeno@gmail.com

Contact Address: Orba world Bank Market, Udenu Enugu State

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CARRIER OBJECTIVE

Providing accurate and timely financial services to permit informed decision making by the users of accounting information.

PERSONAL DETAILS

FULL NAME: Okenyi Nelson Onyebuchi

POST DESIRED: Accountant II

NEXT OF KIN: Okoye Edith Chidera

DATE OF BIRTH: 15th January, 1987

PLACE OF BIRTH: Udah, Enugu-Ezike

NATIONALITY: Nigeria

STATE OF ORIGIN: Enugu State

LOCAL GOVT: Igbo-Eze North

HOME ADDRESS: St. Paul's Anglican Church Udah

MOBILE NUMBER: 08065338695

EMAIL ADDRESS: goodnews4lifeno@gmail.com

PHONE NUMBER: 08065338695

GENDER: Male

MARITAL STATUS: Married

NUMBER OF CHILDREN: Two (2 Yrs 8 Months and 1 Yr 5 Months)

EXPERIENCE

2018-Date: Firebrand Industries Limited, Plot 393 Trans-Amadi Industrial Layout Port-Harcourt River State

POSITION: Branch Accountant

SALARY:125,000 Per Month

- **Prepare Debtors Control report**
- **Account Receivable and Payment**
- **Prepare weekly and monthly Financial report**
- **Prepare weekly and monthly Stock report**
- **Posting all expenses to appropriate account using QuickBooks**
- **Increase sales turnover to about 30%**
- **Creating Orders, invoice and waybill for stock purchased on QuickBooks**
- **Daily and timely posting of all transactions on QuickBooks**
- **Supervision of Branch Warehouse by physical counts and reconciling with system balance**
- **Oversee inventory and supplies by receiving, stacking and issuing stocks to customers**
- **Minimizing operational cost by efficient use of resources to achieve organizational goals**
- **Obtain market intelligence report**
- **Resolve any issues arising from sales**
- **Forestall fraud by timely reporting potential cases to Audit Team**

2015-2017: The Eye Specialist Hospital (TESH), 10 University Road, Nsukka, Enugu State

POSITION: Administrative Manager/Accountant

- **Prepare profit and loss Account**
- **Reconciling all Bank transactions**
- **Negotiating financial transactions on behalf of the Hospital**

- Lodgment of Cash to Hospital's Account
- Prepare Salary Schedule for staff
- Increase the use of HMO by private and public institutions through constant engagement with the staff and management
- Prepare HMO bills and submit same to appropriate Organization
- Procurement and maintenance of Hospital Equipment
- Supervising other sections of the Hospital

2014-2015: First City Monument Bank (FCMB), 7B University Road, Nsukka, Enugu State

POSITION: Direct Sales Agent (DSA)

- Increased number of customers through selling of savings Account, current Account and Fixed Deposit Account
- Creating awareness on uses of internet and mobile Banking Channels
- Improved use of Credit Cards through aggressive marketing of the product
- Booking of Loans for customers
- Know Your Customers(KYC) by verifying customers residential address
- Creating awareness on new products and services through market storm

2013-2014: Achala Enterprise Limited, 43, Enugu Road, 9TH Mile Corner

POSITION: Warehouse Manager/Account Officer

- Prepare Profit and Loss Account
- Reconciling all bank transactions
- Weekly and Monthly Stock report
- Ordering and receiving of Stock from the Head Office
- Issuing of Stock to Van Sales Representatives
- Monthly Inventory /Stock Taking

ACADEMIC QUALIFICATION OBTAINED WITH DATE

- 2006-2012: Federal Polytechnic Idah, Kogi State
Qualification: Higher National Diploma(HND) Accountancy

- 1999-2004: Community Secondary School, Ugbaike
Qualification: West African Senior School Certificate Examination(WASSCE)
- 1992-1997: Ezzodo Community Primary School II UDAH
Qualification: Primary School Leaving Certificate Examinations

COMPUTER SKILL/ ACCOUNTING PACKAGE

- QuickBooks
- Microsoft Excel
- Microsoft Words

REFEREES

- Mr. Sabastine Ugwuoke
Lecturer Department of Arts, University of Nigeria Nsukka, 08036710315
- Mrs. Eucheria Ngwu
Former Principal, Queen of the Rosary Secondary School, Nsukka 08030811957
- Pastor Emeka Abugu
Former Commissioner for Chieftaincy Matters, Enugu State 08037021373

ATTESTATION:

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information, the authorities have full right to terminate my appointment letter and also liable for any other consequences.

I am not aware of any circumstances which might impair my fitness for employment under government.