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NNAJI ANTHONY ONYEMA

(Surname) (Firstname) (Other name)

PERSONAL/EDUCATIONAL INFORMATION

Career Objective	To attain a(n) impressive/enviable level of productivity, via commitment and dedication, in a dynamic institution/organization.
Gender/DoB	Male / 3rd December 1977
Nationality/State/LGA	Nigerian/Enugu State/Nkanu West LGA
Languages Spoken	Igbo, Yoruba and English Languages
Hobby	Reading And Creative Writing
Educational Background *(All in Nigeria)*	**2005 - 2005** International Webmasters Association, P/H, River State. **2002 - 2003** Optimum Computer Technology, Benin City, Edo State. **2000 – 2001** Federal Polytechnic Ado Ekiti, Ekiti State **1997 – 1998** Federal Polytechnic Ado Ekiti, Ekiti State. **1989 - 1994** Aquinas College Akure, Ondo State. **1983 – 1988** Ebenezer A/C Primary School, Akure, Ondo State.
Qualifications and Grades	**2005** Certified Internet Webmaster. **2003** Certificate in Computer Studies. **2001** Higher National Diploma - Accountancy (*Lower Credit*) **1998** National Diploma – Accountancy (*Upper Credit*) **1994** Senior Secondary Certificate (*3 Distinctions & 5 Credits*) **1988** Primary School Leaving Certificate (*Credit Pass*)
Skills	❖ Excellent writing & Communication skills. ❖ Sage Pastel Evolution and Payroll Accounting Package, Peachtree Accounting Package, Tally 9 Accounting package, Globus Banking Software, ERP SAP Financial Accounting, Fidelio and Macros Hotel Softwares ❖ Computer Proficiency: Ms-Excel, Word, PowerPoint, Outlook, Web Development and Graphic Packages.
Personal Characteristics	✓ Ability to learn quickly and work with little/no supervision ✓ Willingness to take more challenges and responsibilities. ✓ High degree of proficiency in analytical ability. ✓ Creativity, Reasonably flexible, Honest and hardworking. ✓ Strong desire to do the right thing the first time. ✓ Strong Negotiation skill

WORK EXPERIENCE (All in Nigeria)

IMPACT FOOD MART AND FARMS LIMITED, AGBANI
Accountant (*Mall, Restaurant and the Petrol Station Sections)*
- June 2026 – Date ***(N300,000 Monthly)***

- Preparation of monthly management accounts including Profit/Loss Account, Budget and Cash Flow for Mall, Restaurant and the Petrol Station sections.
- Processing payroll and ensuring that rostering, time sheet input and payment is conducted in an effective and efficient manner.
- Accounts Payable – Driving an effective control process and monitoring of Suppliers' Invoices and ensuring periodic reconciliations.
- Preparation of books and files for audit and declaration of VAT and payroll taxes, including compliance with payment deadlines.

CASTLE MAJESTIC HOTEL, ENUGU
Finance Manager - March 2021 – June 2026

- Preparation of monthly management accounts including Profit/Loss Account, Budget and Cash Flow.
- Processing payroll and ensuring that rostering, time sheet input and payment is conducted in an effective and efficient manner.
- Accounts Receivable – Ensure that the system of recording, invoicing and chasing of payments is done in an effective manner and that debtors are tracked and monitored periodically.
- Accounts Payable – Supervision of creditor process to include monitoring of Suppliers' Invoices and ensuring reconciliations at every week end.
- Preparation of books and files for audit and declaration of VAT and payroll taxes, including compliance with payment deadlines.
- Liaising and negotiating with relevant government agencies as regards government levies and fees.
- Activitely involved in staff affairs especially as regards recruitment process, training, disciplinary committee etc

KEY ACHIEVEMENT: Establishing of a standard accounting and inventory system capable of running on auto-pilot

TITAN BOLTING SOLUTIONS TECHNOLOGY NIGERIA LIMITED
Port Harcourt, Rivers State *(though working at the S/W Regional Office Akure, Ondo State)*
Regional Finance and Admin. Manager - April 2011 – June 2016

- Project Management: Co-ordinating multiple project sites, manage personnel, monitor project expenditures and report project progress.
- Liaise with government agencies and local communities as to fulfil any relevant responsibilities and documentations.

- Make contacts and source for additional contracts/projects. Start and complete all the necessary documentation from the inception to finish i.e, from tendering to perfection of the award letter.
- Admin. & Managerial Functions, Finance Functions and Reporting.

KEY ACHIEVEMENT: Blockage of major revenue loopholes and drastic reduction in operational expenses which resulted in unprecedented higher projects margin

RELISH CATERING AND CONFECTIONERIES LIMITED
Port Harcourt, Rivers State
Head of Finance - March 2010 – December 2010

- Periodical Financial Reports, Bills and Invoices Reconciliation, Cash Flow and Budget Statements
- Institution and Ensuring of Control Processes
- Advise the management based on comparatively analyzed business operations such as revenue and expenditure trends and budgeted future revenues.

KEY ACHIEVEMENT: Assisted to develop a cost-based food recipe as well as helped to establish a standard accounting process.

GENESIS FOODS NIGERIA LIMITED Port-Harcourt, Rivers State
Assistant Senior Manager (Hotels Account) - March 2009 – Feb 2010
Assistant Senior Manager (Production Account) - October 2008 – March 2009

- Periodic Financials, Bills and Invoices Reconciliation**,** Cash Flow and Budget Statements
- Institution and Ensuring of Control Processes
- Cash Management/ Bank Reconciliation, Sales Management, Yield/Variance Analysis

KEY ACHIEVEMENT: Rapid success in establishing of a control process at the Production/Manufacturing outfit which necessitated a prompt redeployment to the Hotels section with expectation of a replica result.

STAR PAPER MILL LTD, Aba, Abia State
Accounting Officer - November 2007 – June 2008

- Handling the Accounts Payables and Receivables.
- Updating Inventory and evaluating the cost of monthly consumption.

WEMA BANK PLC, Enugu Branch
Teller / Customer Service - Jun. 2005 – Feb. 2007

- Tellering and Customer Service Unit.
- Cash Officer (IMT Cash Office)
- Bank Representative at NYSC Orientation Camp, Agwu (3 weeks)
- Branch Purchasing Officer / Store Keeper.

REFEREES

Hon Ambrose Edeh
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Enugu State

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Ondo State

Pastor Samuel Onwudiwe
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