ARINZE, ONYINYECHI MONICA

Plot 74, Life Camp Extension, Beside Happy Hall & Suite Hotel, Abuja FCT
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PROFESSIONAL OBJECTIVE

Detail-oriented Accounting professional with an HND in Accounting (Fed Poly Nasarawa, 2020) and over 5 years of solid experience spanning financial accounting, hospitality auditing, administrative operations, and internal control testing. Proven capability in financial statement preparation, bank reconciliations, POS system audits, and ledger management using QuickBooks and advanced Excel. Seeking to leverage extensive accounting and hospitality experience in a dynamic accounting or financial administration role to ensure precision, drive efficiency, and support strategic organizational goals.

KNOWLEDGE & CORE SKILLS

- **Accounting & Financial Management:** Financial Statement Preparation, General Ledger Maintenance, Bank & POS Reconciliations, Accounts Payable/Receivable, Payroll Calculation & Statutory Deductions.
- **Hospitality Financial Operations:** Revenue Stream Monitoring (Rooms, Restaurant, Bar, Events), Front-Desk Cashiering Audits, Guest Charge Tracking, Daily Operational Audits & Stock Counts.
- **Audit & Compliance:** Internal Control Testing, Voucher & Receipt Examination, Discrepancy & Leakage Identification, Risk & Compliance Reporting.
- **Software & Administrative Proficiency:** QuickBooks, Advanced Microsoft Excel, Database Record Keeping, Office Administration, Professional Correspondence & Time Management.

WORK EXPERIENCE

DAIKOT PROFESSIONALS (Chartered Accountants)

Audit Trainee / Intern (2026)

- Assist in planning and executing internal and external audit assignments under the guidance of senior audit staff.
- Examine financial records, invoices, receipts, vouchers, and supporting documents for accuracy and completeness.
- Perform cash, bank, receivables, payables, and inventory account reconciliations to ensure ledger accuracy.
- Support the testing of transactions and evaluate the effectiveness of internal financial and administrative controls.
- Identify unusual transactions, operational errors, or control weaknesses and flag them immediately to the audit supervisor.
- Review expense reports, process petty cash funds, and assist in calculating payroll and related statutory deductions.

LAROPA HOTEL (Hospitality / Hotel Services)

Accountant (2024 – 2025)

- Cross-referenced financial transactions, source documents, and account balances across all departments to identify discrepancies, leakages, and revenue gaps.
- Participated in regular stock counts, daily/periodic operational audits, and testing of internal financial controls specific to hotel inventory and assets.
- Drafted detailed financial reports and documented audit findings clearly under the guidance of management.
- Prepared monthly profit and loss accounts, balance sheets, and comprehensive cash flow statements.
- Reconciled bank statements, Point-of-Sale (POS) electronic payment systems, and front-desk cashiering daily reconciliation reports.
- Oversaw vendor invoices, tracked guest charges and billing accounts, and actively chased late payments and outstanding bills.
- Monitored daily income streams across multiple profit centers including hotel rooms, restaurants, bars, and event halls.

EMTECH ENERGY SERVICES LTD (Consultancy and Services)

Admin Assistant (2019 – 2024)

- Typed, prepared, and collated operational reports and managed official business correspondence.
- Maintained systematic filing of official documents, organized executive meetings, produced agendas, and took comprehensive minutes.
- Provided high-level secretarial and administrative support to the head of the office and administrative staff.
- Assisted with drafting contracts, reviewing applications and administrative requests, and coordinating operational workflows.
- Maintained precise accounting records of income and expenditures, analyzing daily financial transactions of the firm.

KL & CO [NIGERIA] (Chartered Accountants)

Admin. Secretary (2011 – 2019)

- Served as the primary point of contact for visitors and callers, delivering prompt, courteous assistance.
- Processed, typed, edited, and formatted complex professional reports and financial documents.
- Managed executive schedules, coordinated weekly meetings, and ensured all attendees received necessary documentation.
- Handled incoming/outgoing correspondence and maintained rigorous physical and digital filing systems.
- Collaborated closely with Auditors and Accountants in preparing Financial Statements and Management Reports for corporate clients in compliance with accounting standards.
- Assisted with petty cash fund management, processed expense reports, and logged bills accurately.

EDUCATIONAL QUALIFICATIONS

Federal Polytechnic Nassarawa – Higher National Diploma (HND) in Accounting *(2020)*

Lagos City Polytechnic – National Diploma (ND) in Accounting *(2014)*

Maib Computer Institute – Diploma in Data Processing *(2007)*

Community Secondary School, Nomeh, Enugu State – S.S.C.E / O'Level *(2003)*

Union Town School, Nomeh, Enugu State – First School Leaving Certificate (FSLC) *(1999)*

BIODATA

Full Name:	Arinze, Onyinyechi Monica	**State of Origin:**	Enugu State
Gender:	Female	**L.G.A:**	Nkanu East
Date of Birth:	18th April, 1991	**Town:**	Nomeh Unateze
Marital Status:	Single	**Nationality:**	Nigerian

INTERESTS

Reading, Cooking, and Listening to Music.

REFEREES

Mr. Oyeniyi Femi Principal Manager KL & Co. [Nigeria] (Chartered Accountants), Abuja Tel: 08033724667	**Amb. Ndubuisi V. Amaku** Emtech Energy Services Ltd (Consultancy & Services), Apo District, Abuja Tel: 08030556444	**Mr. Onuzulike Emmanuel** Office of the Auditor General for the Federation Audit House, CBD, Abuja Tel: 08034136130