Benita Ifeoma John

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Professional Summary

Proactive and detail-oriented Accountant with hands-on experience in financial reporting, bookkeeping, and administrative support. Skilled in account reconciliation, document management, and supporting leadership in fast-paced environments. Adept at managing diverse tasks, including CRM management, scheduling, and research to enable strategic decision-making. Enthusiastic, resourceful, and detail-oriented, with a strong ability to work autonomously and contribute directly to organizational growth. Calm under pressure, dependable, and solution oriented.

Key Skills

- Bookkeeping & Financial Reporting (SAP, QuickBooks, TurnQuest Turnkey Africa)
- Accounts Reconciliation & Bill Processing
- Data Accuracy
- Administrative & Document Management
- Microsoft Office Suite: Excel, Word, Google Sheets
- Research, Memos, and Strategic Support
- Cross-Functional Collaboration (Finance, Insurance, Marketing, Operations)
- Strong interpersonal and organizational skills

Professional Experience

RachamHub Limited, Lagos, Nigeria
Accountant |*September 2026 – October 2026*

- Prepared daily financial reports, including exposure reports, profit and loss reports, and cash position summaries.
- Monitored merchant settlements (MTBP) and rider payments (RTBP), ensuring accurate records of paid and outstanding balances.
- Recorded daily business transactions, operating expenses, and petty cash movements.
- Reconciled bank balances, payment transactions, and merchant settlement records to identify discrepancies.

- Monitored cash flow and liquidity requirements to support daily business operations and settlement planning.
- Prepared and reviewed expense reports to monitor operational spending and support cost control.
- Maintained financial records and supporting documentation for accurate bookkeeping and reporting.
- Assisted with monthly financial reporting and profit analysis to support management decision-making.
- Monitored outstanding financial obligations and tracked payments to merchants and riders.
- Supported budgeting, forecasting, and financial analysis to improve financial visibility and accountability.

American International Insurance Company (AIICO), Lagos, Nigeria
Intern *– Financial Reporting, Finance Department | February 2023 – December 2024*

- Managed monthly journal postings and account reconciliations, ensuring accuracy and timeliness.
- Prepared financial schedules and account statements to support executive decision-making.
- Used Microsoft Excel and Word to document, analyze, and report financial data.
- Assisted with cross-functional tasks across finance and operations to improve workflow efficiency.

West African Seasoning Company (Ajinomoto), Lagos, Nigeria
Intern *– Finance Department | January 2022 – April 2022*

- Processed client receipts, payment vouchers, and general journal entries with precision.
- Supported daily administrative and finance operations, enhancing reporting efficiency.
- Collaborated with teams to ensure accurate records and smooth operational support.

Education

- **Kwara State Polytechnic** – Higher National Diploma (HND), 2026.
- **Lagos State Polytechnic** – National Diploma in Accounting, 2021–2022 (Lower Credit)
- **BYU Pathway** – 2018–2019
- **Santox College** – GCE & SSCE, 2014–2017

Professional Qualifications

- **Institute of Chartered Accountants of Nigeria (ICAN)** – In View

Technical Skills

- Bookkeeping & ERP Systems: SAP, TurnQuest Turnkey Africa Limited (FMS & General Insurance)
- QuickBooks (learning & hands-on finance support)
- Database Accuracy
- Microsoft Excel, Word, Google Sheets

Hobbies & Interests

Reading, traveling, singing, and networking.

References

Available on Request.