DAFE OGAGA

Accounting & Data Management Professional

Location: Delta State, 100001, Nigeria | Phone: 07077253533
Email: dafizzyogaga@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented, analytical, and results-driven **Accounting & Data Management Professional** with over 4 years of combined expertise in financial reconciliation, high-volume database administration, and operational reporting. Proven track record of enhancing data accuracy, streamlining ledger accounts, and executing double-entry bookkeeping within fast-paced corporate environments. Adept at leveraging advanced Microsoft Office applications and database management systems to deliver executive-ready financial insights, enforce internal controls, and uphold strict regulatory compliance.

CORE COMPETENCIES & TECHNICAL SKILLS

Area	Expertise
Financial & Accounting Skills	General Ledger Management, Account Reconciliation, Financial Reporting, Accounts Payable/Receivable (AP/AR), Internal Controls, Cash Flow Audit
Data Management Skills	High-Volume Data Entry, Database Administration, Data Cleansing, Data Integrity Verification, Automated Record Management
Software & Technical Tools	Microsoft Excel (Advanced Formulas, VLOOKUP, Pivot Tables), MS Word, PowerPoint, Accounting Information Systems (AIS)
Operational & Soft Skills	Financial Risk Mitigation, Analytical Problem Solving, Time Management, Cross-Functional Collaboration, Regulatory Compliance

EDUCATION & ACADEMIC QUALIFICATIONS

- **Higher Education / Tertiary Studies** | Delta State Polytechnic, Otefe-Oghara, Delta State (2018)
- **Senior School Certificate Examination (SSCE)** | Urhobo College High School, Delta State (2012)
- **First School Leaving Certificate (FSLC)** | Catholic Uvwie Nursing and Primary School, Delta State (2006)

PROFESSIONAL WORK EXPERIENCE

Data Entry Specialist | *First Choice Investment Hubs* — Delta State, Nigeria

2023 – 2025

- **High-Volume Data Processing:** Systematically inputted, verified, and updated over 5,000 monthly financial, customer, and operational records across primary business databases, maintaining a 99.5%+ accuracy rate.
- **Database Optimization & Cleansing:** Executed routine data audits and duplicate removal routines, ensuring complete data integrity, standardizing formats, and reducing search retrieval time for staff by 25%.
- **Reporting & Data Visualization:** Prepared and consolidated weekly and monthly operational metrics reports into executive dashboards, providing management with reliable data for decision-making.
- **Workflow Automation & Excel Utilization:** Leveraged advanced Microsoft Excel functions (VLOOKUP, INDEX/MATCH, Pivot Tables, conditional formatting) to automate manual calculations and optimize report formatting.
- **Data Security & Governance:** Enforced strict compliance with company data security standards, privacy guidelines, and scheduled data backups, protecting confidential client and financial information from unauthorized access.

Accountant | *easybet* — Delta State, Nigeria

2019 – 2020

- **Ledger Management & Account Reconciliation:** Oversaw general ledger entries and led comprehensive monthly bank account reconciliations for high-volume daily transactions, resolving billing and balancing discrepancies promptly.
- **Financial Reporting & Statement Preparation:** Generated detailed monthly, quarterly, and annual financial statements, cash flow summaries, and variance analysis reports to guide management strategy.
- **Internal Control Implementation:** Introduced standardized double-entry accounting checks and posting protocols, reducing human entry errors and financial exposure by 20%.
- **Accounts Payable & Cash Disbursement:** Managed daily cash flow activities, petty cash disbursements, and vendor payments, ensuring all expenditure aligned strictly with

operational budgets and approval workflows.
- **Regulatory Compliance & Operational Auditing:** Enforced adherence to local financial regulations and corporate accounting policies, leading internal mini-audits across operational units to safeguard corporate assets.

KEY CAREER HIGHLIGHTS & ACHIEVEMENTS

- ***Accuracy Improvement:*** *Successfully maintained a 99%+ error-free record rate across multiple high-volume data entry and bookkeeping campaigns.*
- ***Process Efficiency:*** *Streamlined monthly account reconciliation procedures at easybet, reducing the monthly financial closing period by 2 days.*
- ***Data Security:*** *Zero recorded incidents of data breaches or data loss during a 2-year tenure managing sensitive corporate databases at First Choice Investment Hubs.*

TECHNICAL & DIGITAL PROFICIENCY

- ***Spreadsheet Software:*** *Microsoft Excel (Data Parsing, Functions, Formatting, Pivot Tables, Formulas)*
- ***Office & Document Productivity:*** *Microsoft Word, Microsoft PowerPoint, Google Workspace*
- ***Database Management:*** *SQL/Database fundamentals, Electronic Document Management Systems (EDMS)*
- ***Financial Tools:*** *Computerized Accounting Software, General Ledger Systems*

PROFESSIONAL PROJECTS & HIGHLIGHTS

- ***Database Restructuring Project (First Choice Investment Hubs):*** *Re-indexed and cleansed legacy company databases, organizing over 20,000 historical records for quick retrieval.*
- ***End-of-Year Financial Audit Preparation (easybet):*** *Prepared comprehensive supporting schedules, trial balances, and documentation that resulted in a seamless end-of-year audit process.*

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS *(In view)*

- ***Advanced Financial Accounting & Excel for Finance*** *— Self-Directed Study / Professional Development*
- ***ICAN / ACCA Track*** *— Target Certification Candidate*

CORE PROFESSIONAL ATTRIBUTES

- ***Ethical Standards:*** *Highest standard of personal and professional integrity in handling sensitive financial records.*
- ***Analytical Thinking:*** *Adept at identifying patterns, spotting ledger variances, and resolving numerical discrepancies.*
- ***Adaptability:*** *Rapid learner quick to master new accounting software, database frameworks, and organizational workflows.*

INTERESTS

- *Financial Market Research & Data Analytics*
- *Professional Development & Reading*
- *Technology Trends & Industry Case Studies*
- *Traveling & Cultural Exploration*

REFERENCES

- ***Chiamaka Gift Christopher***
  Customer Service Support
  Email: cgift1255@gmail.com
  Phone: +234 810 616 3191

- *(Additional professional references available upon request)*