IBEH EMMANUEL KELECHI

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PROFESSIONAL SUMMARY

A motivated and detail-oriented Accounting graduate with a Second Class Upper (2:1) degree from Nnamdi Azikiwe University and practical experience in accounting, financial recordkeeping, administrative management and business operations. Possesses practical experience in bookkeeping, transaction recording, revenue monitoring, payment tracking, expense documentation and preparation of daily sales summaries. Experienced in supporting administrative operations, maintaining accurate financial records and ensuring proper documentation of business transactions. Demonstrates strong numerical accuracy, organisational abilities, analytical thinking, communication skills and a willingness to learn. Seeking to contribute to organisational growth and develop professional competence through the Accounting and finance intern Programme at palmPay.

CORE COMPETENCIES AND SKILLS

- ❖ Financial Recordkeeping
- ❖ Bookkeeping and Transaction Recording
- ❖ Basic Accounting Principles
- ❖ Revenue and Expense Monitoring
- ❖ Bank Reconciliation Knowledge
- ❖ Financial Documentation
- ❖ Sales and Revenue Reconciliation
- ❖ Microsoft Excel
- ❖ Microsoft Word
- ❖ Data Entry and Management
- ❖ Administrative Management
- ❖ Inventory and Stock Monitoring
- ❖ Report Preparation
- ❖ Problem-Solving

- ❖ Communication and Interpersonal Skills
- ❖ Teamwork and Collaboration
- ❖ Attention to Detail
- ❖ Time Management

PROFESSIONAL EXPERIENCE

ADMIN/ACCOUNT OFFICER | RUTHED FITNESS GYM CENTRE

2026 – Present

Responsibilities:

- Maintain accurate financial records, including daily income, expenses and business transactions.
- Record and monitor membership registration fees, subscription payments and renewals.
- Prepare daily sales summaries covering gym accessories and bottled-water sales.
- Monitor cash inflows and support proper revenue tracking and accountability.
- Maintain records of customer payments, outstanding balances and membership subscriptions.
- Assist with expense documentation, cash monitoring and routine bookkeeping activities.
- Provide administrative support and coordinate daily operational activities.
- Support management with financial documentation and business performance records.

OFFICE ASSISTANT | DUMEK DATA SERVICES

2020

Responsibilities:

- Supported daily administrative and office operations.
- Assisted with data entry, filing and document organisation.
- Maintained and arranged office records for easy retrieval.

- Provided general administrative assistance to support operational efficiency.

QUALITY CONTROL OFFICER | OAK FAITH PHARMACEUTICAL RESOURCES LIMITED
June 2019 – December 2019

Responsibilities:

- Conducted routine quality checks in accordance with assigned procedures.
- Recorded quality-control observations and maintained relevant documentation.
- Assisted in organising quality-control records.
- Supported compliance with established quality standards and operational procedures.

EDUCATIONAL QUALIFICATION

Bachelor of Science (B.Sc.) in Accounting
Nnamdi Azikiwe University
2021 – 2025
Class of Degree: Second Class Upper (2:1).

TECHNICAL SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Office Suite
- Basic QuickBooks familiarity
- Data Entry and Documentation
- Basic Financial Reporting

CAREER OBJECTIVE

To build a successful professional career in a reputable organisation where I can apply my accounting knowledge, financial management abilities, administrative experience and problem-solving skills while developing through structured training, mentorship and practical business exposure.

REFERENCES

Available upon request.