



JOSEPH OTU ABANG

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Home: Port Harcourt, Nigeria., Port Harcourt (Nigeria)

ABOUT ME

Experienced and diligent Account Officer with over 4 years of proven expertise in analyzing cash flows, preparing financial reports and statements, and conducting comprehensive financial market research. Demonstrates a professional demeanor, meticulous attention to detail, advanced analytical capabilities, and exceptional time management skills.

WORK EXPERIENCE

Asset Account Officer

Strickland Services Limited [23/10/2023 – Current]

City: Rivers State | Country: Nigeria

- Participate in monthly and periodic/annual stock counts and report findings to the FC.
- Daily participate in the inspection and reception/delivery of goods to the company warehouse/Stores.
- Perform monthly stock reconciliations of physical counts against the system for all categories of inventory and highlight variances to the Finance Controller.
- Ensure that goods received by the warehouse are matched with the actual waybills from the suppliers
- Ensure proper records and classification in terms of cost and quantity of all inventory items, scraps, spare parts, and other consumables.
- Ensure stock ledger entries are properly coded and classified in line with Company's COA.
- Carry out spot-/periodic-checks on stock balances in the warehouse (Store) as against the SAP system records to capture any anomalies and report shortfalls and surplus inventory where applicable.
- Work in liaison with facility officers or other responsible process actors to ensure that damage/scraped assets are identified and duly documented and periodically updated in the ERP and asset register.
- Participate in period fixed assets audit and report observations to the Financial controller.
- Participate in periodic assets/inventory/non-inventory audits with the view to ascertaining compliance with established company procedure and report observations to the Financial Controller.
- Periodically advise the FC on the adequacy of controls on Financial Accounts and inventory.
- Be responsible for your health and safety and that of others who may be affected by your actions at work.

Account Officer

WEST AFRICAN VENTURES [05/06/2021 – 20/10/2023]

City: Onne, Rivers State | Country: Nigeria

- Process accounts payable and receivable.
- Utilize database software to organize financial account information
- Handle account inquiries from internal and external sources
- Make regular contact with clients to ensure payment
- Ensure company financial accounts, such as credit cards, are paid on time
- Perform internal audits on financial activities as necessary
- Review both incoming and outgoing invoices
- Generate financial reports for review regulatory authorities

Account Officer (Graduate Trainee)

WEST AFRICAN VENTURES [04/12/2020 – 04/06/2021]

City: Onne, Rivers State | Country: Nigeria

- Accurately input all client rates on the finance sheet, as well as maintain rate folders for all clients (in line with the advised) rates from operations and sales/markets daily.
- Fill and complete all trip confirmation forms monthly.
- Maintain folders(s) on trip status concerning waybills, delivery, and truck payments.
- Send out trip status on information relating to waybill collection.
- Advise rates in terms of negotiation with the truckers.
- Assist receivables accountant from time to time on invoicing/billing.
- Maintain a folder on the driver's documentation.
- Responsible for updating the receivables tracker daily
- Assist accounts payable from time to time on payment delivery.
- Participate in the monthly preparation of the financials.
- Perform any other duties that may be assigned by the line manager.

Account Officer

BILDIAMO (SKY CINEMA) [2019 – 2020]

City: Lagos | Country: Nigeria

- Ensure proper, accurate, timely and relevant financial records are maintained.
- Ensure complete transaction processing on the Accounting Software on a Real-time basis.
- Maintain adequate monitoring, filling and control over all source documents relating to the Site operations.
- Cash machines (Tapos Tills) operations and reports to ensure effective monitoring of the completeness and accuracy of transactions at the Site.
- Monitor and report the Site's Revenue receipts (Daily Sales Analysis), cost of sales and expenses.
- Monitor and manage all cash receipts and carry out daily bank lodgments before 11am each working day.
- Coordinate and monitor payroll issues, as it affects your Site personnel including surcharges.
- Monitor to ensure efficient Inventory Management for the Site.
- Review and ensure accuracy and completeness of all financially related Reports emanating and/or related to your Site (Stock Report, Close-Out, etc).
- Maintain and manage the Fixed Assets Register for the Site.
- Carry out reconciliations between the Cost of sales reported by the Stock Controller and the actual consumptions reflected in the Financial Report based on the Site's Opening Inventory, Purchases and Closing Stock.
- Efficient management of the Site's Imprest, Change Float and expenses.
- Efficient Treasury Management for the Site.
- Monitor to ensure the efficient management of the Site's Payables and Receivables.
- Ensure proper, accurate, timely and relevant financial records are maintained.
- Drive Revenue & Cost Efficiency; and ensure processes & procedures are followed in the day to day operations.
- Ensure that there are duly authorized documentary approvals for all payments and every data that is to be entered into the Site's Account data base.
- Ensure the financial information asset of the company is well protected, preserved with confidentiality and available to the right people at the right format and time.
- Ensure accurate and organized filing system for all documents.
- Ensure accurate and timely preparation of reports.
- Coordinate all aspects of Health and Safety and Fire Safety in the area of responsibility.
- Participate in the Site's weekly communication and review meetings with colleagues.
- Other duties as may be assigned.

Teaching officer

National Youth Service Corps (NYSC) [2018 – 2018]

City: FCT Abuja | Country: Nigeria

- President of Gender Venger and servicon CDS group Kwali local government, Abuja.
- Offered and teaching officer on Accounting and Economics at FGC Kwali.

EDUCATION AND TRAINING

BSc Accounting

University of Calabar [2012 – 2016]

City: Calabar | Country: Nigeria

Inventory And Warehouse Management

Phillips Consulting (pcl.) [2024 – 2024]

Country: Nigeria

SKILLS

Professional Skills

- Excellent mathematics and accounting knowledge and skills
- Strong communication skills, both written and oral, and experienced proofreading and double checking to eliminate errors and typos
- Experienced in all payroll-related administrative tasks and responsibilities
- Organized professional with experience multitasking effectively and without errors
- Technological native familiar with all standard accounting software

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access

HOBBIES AND INTERESTS

Hobbies

- Meeting new people
- Reading business books
- Investing
- Football
- Travelling

RECOMMENDATIONS

Name: **Dr. Alphonsus Kechi Kankpang** | Lecturer

I strongly recommend.

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