Nationality: Nigerian**AgabaAgbo Innocent**

State of Origin: Benue No: 23 Bill Clinton Secondary School Road

Local Govt. Area: Ogbadibo Abuja – Keffi Express Way

Date of Birth: 13 July, 1978. AngwanDoka New Nyanya, Karu Local GovtArea .

Sex: Male 08036065981 /08076282609

Marital Status: Married. E-mail: [agaba4u@yahoo.com](mailto:agaba4u@yahoo.com)

Ambitious Accounting Professional with Eighteen (18) years working experience in accounting and Finance, who is technically sound and solution focused with diverse knowledge and skill acquired through working with experienced people in a wide range of demanding and challenging environment.

A quick learner, who can master new business efforts and thrives in a demanding fast-paced environment, and ready to take on a challenging role to achieve the Company’s strategic goal while maintaining professional and integrity.

**SUMMARY OF SKILLS AND AREA OF EXPERTISE**

>Ability to multitask

>Excellent interpersonal relationship

>Excellent verbal and written

>Budget development and Communication. Implementation

>Attention to details and time

> Inventory Management Management.>Receiving, Verifying & Filing

>Patient and painstaking in solving Invoices Problems.

>Proficient use of Microsoft office suite

>High level of professionalism

> Proficient use of Peachtree Accounting

> Ability to work effectively in a team.

> Quick in learning new concepts and

Methods.

**EDUCATIONAL QUALIFICATION OBTAINED**

Higher National Diploma (HND) Accounting Kaduna Polytechnic 2002 - 2004

Kaduna, Nigeria

**National Diploma**\_\_\_\_\_\_\_\_\_\_\_\_Benue State Polytechnic 1995 – 1997

Ugbokolo, Benue State Nigeria

Senior School Certificate\_\_\_\_\_Itabono community sec. sch. 1988 - 1992

Senior school Certificate\_\_\_\_\_Challenge Int,l college, Kaduna 2005

Certificate in Peachtree Accounting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2008

**PROFESSIONAL QUALIFICATION OBTAINED WITH DATE**

**A**ssociate member, Institute of Chartered Economist of Nigeria (ICEN) 2007

**PROFESSIONAL EXPERIENCE**

**Financial Accountant Divine Hand of God Prophetic Ministry Int’l,**

Durumi District**Garki Area 1, Abuja Nigeria,** June 2021 - Date

Responsibilities:

> Prepare monthly financial reports including banking transaction, reconciliations, ensuring appropriate and accurate capturing in the accounting system.

> Posting/ uploading of monthly salaries into staff account

>Ensure that all asset acquisitions are properly documented and recorded in the system in compliance with the accounting principle.

> Review of all retirements for staff traveling expenses

> Manage petty cash reconciliation on a weekly basis

> Prepare Staff monthly salary and daily cash report.

**Accountant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_September 2013 to Jan. 2021**

Siraj Nig. Limited

Ekiti House No. 1042 Kur Moh’d Street

Central Business District, Abuja Nigeria

**Responsibilities:**

>Ensure that all financial transactions are documented.

> Prepare fixed asset register

> prepare bank reconciliation statement and site budget

> Assist in generating activity budgets and maintaining office cash float

> Preparation of general journal, customer’s ledger, cash and bank payment voucher

>Prepare accrual schedule and company motor vehicle maintenance report.

> Assist in overall financial activities, timely retirement of expenses and completion of reports.

**Financial Accountant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Jan. 2013 – August 2013**

Shamral Int’l Industries Limited

Opposite University Quarters

Gwagwalada Road

Giri, Abuja Nigeria.

**Responsibilities:**

* Administration of financial activities of the company
* Confirmation and reconciliation of bank balances to conform with the cash book
* Spot check on cashier
* Closing of ledgers, extract their balances and confirm their correctness by drawing trial balance
* Verification and confirmation of the nature, quality and quantity of finished goods from the store for sales
* Preparation of final accounts
* Giving from time to time financial implication advice to the management as regard daily expenditure of the company
* Play major role in budget preparation and planning

**Account Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Feb. 2011 – Dec. 2012**

**M**etrotile Nigeria Ltd

Shalon plaza hehind AYM filling station

Gudu, Abuja Nigeria.

**Responsibilities:**

* **K**eeping computerized financial system and generating report
* Posting of financial transaction into computer system
* Maintenance of debtor’s ledger (Trade debtors & Staff debtors)
* Supervises payment to supplier, contractors and staff
* Responsible for monitoring of the impress for the Head Office
* Reconciliation of bank account and impress account
* Preparation of daily cash report
* Supervise the activities of the cashier

**Assistance Manager Audit\_\_\_\_\_\_\_\_\_\_\_\_\_January 2007 – January 2009**

Turners Building products (A) Limited

P.O. Box 347, Kaduna Nigeria

**Responsibilities:**

* Checking and signing of payment voucher
* Reconciling of daily stock report
* Checking of staff salary payroll
* Under taking system audit
* Checking of cash book and bank payment

**Account Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ January 2005 – December, 2006**

Turners Building Products (A) Ltd

P.O. Box 347, Kaduna Nigeria

**Responsibilities:**

* Preparing monthly bank reconciliation statement
* Preparing quarterly account report
* Preparing general ledger and raising of invoice
* Preparing staff salary
* Retirement of expenditure reconciliation

**Cashier\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_January 2021 – December, 2004**

Turners Building Products (A) Ltd

P.O. Box 347 Kaduna Nigeria.

**Responsibilities:**

* **R**eceiving and payment of cash
* Writing of cheque
* Making cash lodgment, withdrawals from bank
* Payment of staff salaries
* Keeping cash book and retirement of expenditure reconciliation

**Account Clerk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_May 1999 – December 2000**

Turners Building Products (A) Ltd

P. O. Box 347, Kaduna Nigeria

**Responsibilities:**

* Preparation of monthly wages and salaries
* Keeping petty cash book
* Writing of payment vouchers

**RESEARCH PROJECT**

1. Problems of lending by commercial bank to business enterprises (A case study of first bank Nig. Plc Otukpo)
2. Relevance of working capital management in manufacturing organization (A case study of Turners Building Products (A) Limited, Kaduna Nigeria.

**HOBBIES**

Reading, Travelling, listening to music and making friend.

**REFEREES**

1. Mr. Francis Sule

No. 1042 kurmoh’dst.

Ekiti House, central business district

Abuja, Nigeria.

[francissule@yahoo.com](mailto:francissule@yahoo.com)

08032874453

1. Mr. OyekunleAjayi

No. 29 mambellast. off Aso Drive

Maitama, Abuja Nigeria.

[oyekunleajayi@yahoo.com](mailto:oyekunleajayi@yahoo.com)

08086662131

3. Pastor Rest Emmanuel Christopher

Divine Hand of God Prophetic Ministry

No. 638 Durumi District

Garki Area 1, Abuja Nigeria.

[restshabat@gmail.com](mailto:restshabat@gmail.com)

08032103710