OKAFOR, UCHENNA DEBORAH

PROFESSIONAL ACCOUNTANT NIM

**E-mail:**uche4debbie@yahoo.com **Phone:** 0803.8740.890, 0817.7253.104 **Location:**Anambra State, Nigeria

**Accounting | Audit | Compliance | Management | Credits & Risks | ERP**

Professional Summary

Professional and result-oriented Accountant with 10+ years of accounting experience in the area of Credits and Risks, Audits, Management of business processes, Enterprise resource planning, Compliance, etc. Abilities to work in a team and create opportunities through strategic partnerships. Every organization I have worked with benefited from my knowledge and I am eager to learn how your organization will benefit from my experience and skills.

 Abilities/Competencies

* Office Management and Administration
* Tally ERP, MS-Office365 and MS-Office (excel, word, power-point)
* Critical Thinking
* Excellent Communication (Oral and Written)
* Active Listening
* Problem-solving
* Time Management
* Great interpersonal skills with clients and co-workers
* Handling Pressures

Work Experience

**Assistant General Manager, Accounts**

Krisoral and Company Ltd 2020-2021

* Accounted for all receivables
* Accounted for all payable including Inter-Subsidiaries
* Prepared monthly management report that led to great decision making.
* Prepared other vital reports for the Group Managing Director.
* Reconciled all monthly activities of all sales representatives across departments
* Reconciled Supply Chain department monthly Finished Goods transactions
* Prepared monthly salary schedule for all member-staff
* Performed oversight functions at the Internal Control and Compliance Department.

**Group Head, Internal Control and Compliance (Audit)**

Krisoral Group of Companies 2019-2020

* Audits and reconciles bank statement of account with deposit advices dispatched to each subsidiary commercial account offices by the bank relationship office.
* Audits account record posted by accountant (Subsidiaries and Group) for receivables, payables and others in each customers/ item ledgers.
* Ensured compliance to regulations in carrying out daily operations in the company.
* Ensured compliance to approved terms in carrying out daily sales activities by the sales department.
* Ensured compliance to approved process in the procurement department.
* Followed up production processes to ensure efficiency in material handling and utilization.
* Made sure every item being brought in or taken out from the company were being sighted, recorded and accounted appropriately.

**APM Accounts**

Eastern Distilleries & Food Industry Ltd 2016-2019

* Accounted for all receivables
* Accounted for all payable (Inter-Subsidiaries)
* Prepared monthly management report
* Prepared official reports/correspondences for the Group Managing Director.
* Reconciled Supply Chain department monthly Finished Goods transactions
* Engaged in Credit and Risk analysis
* Reconciled monthly activities of all sales representatives in all departments
* Prepared monthly salary schedule for all staff

**Credit and Risk Manager**

Eastern Distilleries & Food Industry Ltd 2015-2016

* Collected customer’s requests from the marketing manager.
* Ensured that customers were not supplied above their credit limit.
* Ensured that customer’s make payments before Credit days ends.
* Prepared customers invoices.

**Account Officer (Sales/Credit & Risk Department)**

Eastern Distilleries & Food Industry Ltd 2015

* Raised invoices for customers.
* Made sure customers were not invoiced above their credit limit.
* Posted daily sales both manually and on system.
* Prepared monthly sales report.

**Factory Planner/ Account Personnel**

Krisoral and Company Limited 2014-2015

* Assisted the Plant Manager in planning production based on customer’s demands.
* Timely release of raw materials for production.
* Prepared comprehensive report on raw material Utilization
* Accounted for and transfer of Finished Goods.
* Posted daily sales and expenditures both manually and on system
* Assisted the Accountant to prepare monthly staff payroll.
* Reconciled inter-company transactions with other subsidiaries of the Group.

**Account officer**

Oraka Aluminum Ind. Ltd. Onitsha2011-2013

* Incharge of incoming goods
* Confirms the company’s bulk supply
* Audits the monthly accounts and returns of the branches of the company
* Reports the general activities of the company to the directors
* Administrative duties

**Kebbi Sate Ministry of Justice (NYSC**)                                       2009/2010

Department of Finance,

Birnin – Kebbi, Kebbi State.

Additional Experience

**VICE PRESIDENT (NDLEA) –** Drug Free Club, Kebbi State 2008

* Presided over general and executive meetings of members.
* Established drug free clubs in secondary schools and higher institution, with the concerted effort of the group’s executive members
* Conducted several seminars and sensitization programs in secondary schools, higher institution, NYSC orientation camp, Market, Motor Parks
* Reported of monthly activities of the club to the office of the deputy state commandant (operations) NDLEA

Professional Membership

* Institute of Chartered Accountants of Nigeria. (Processing)
* Member of the Nigeria Institution of Management (NIM)

Proficiency Certificate in Management.

 Education

Federal Polytechnic, Nekede, Owerri, Imo State

HND, Accountancy                                                                             2008

ND, Accountancy                                                                                   2005

Interests

News, Reading and Meeting People