

Ojiochie Ugochukwu Monday

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Profile

Dedicated and detailed accounts assistant with proven track record of efficiently managing accounts payable and receivable, invoicing, data entry and range of administrative task. Eager to contribute towards the building of a strong and committed finance team. Thrives in a fast-paced, collaborative work environment while effectively communicating with all levels of the company.

Skills and Expertise

- Sales and Purchase Ledgers
- Bookkeeping
- Bank Reconciliations
- Payroll
- VAT Returns
- Journals and Adjustments

Software Knowledge

- Microsoft Excel (VLOOKUP e.t.c)
- Opera PMS and Micros - Hotel operation
- Sage Payroll
- Xero
- Quick Book
- Sage 50 and Sage Evolution

Work Experience

➤ **Accounts Assistant**

May 2023 – Present

KBM Chartered Certified Accountants and Registered Auditors

- Setting up, processing sales and purchase ledgers using Sage 50, Quick Book and Xero
- Processing supplier's payments and customer's receipts
- Maintain accuracy and completeness of accounts payables and receivables ledger control accounts.
- Performing bank reconciliation and petty cash reconciliation
- Conducts regular supplier statement reconciliations, resolving discrepancies and ensure accurate account balance.
- Ensure all invoices presented for payment have been authorized in accordance with the company policies.
- Detail oriented, organized and highly in managing financial transaction.
- Monthly journals, accruals, prepayments, depreciation and other control accounts.

➤ **Accounts Assistant**

Oct 2019 – Jan 2022

Genesis Sojourner Hotel Limited

- I worked closely with the accounts manager to prepare financial reports, trial balance and other financial statement.
- Supported the audit process by providing necessary documentation information resulting in successful audit with minimal findings.
- Collaborated with the procurement team to raise purchase orders, ensuring smooth supply chain operations
- Liaise daily with the front office/sales team for timely collection of guest folios and immediate invoicing to customers.
- Balancing of daily transfer to city ledger and updating the receivable system both on Opera and sage
- Following up on customers to achieve effective credit control
- To work closely with credit controllers to ensure accurate requirements are maintained.
- Prepare periodic expense reports and processed reimbursements to recipients.

- Maintained organized and easily accessible records of all financial records.

➤ **Accounts Payable and Sales Ledger Clerk
Genesis Cinemas Limited**

Dec 2015 – Oct. 2019

- Ensure prompt and accurate allocation of invoice payments to the appropriate client off and on sage.
- Preparation of weekly/monthly reports as required by management.
- Managed accounts payable and receivable, overseeing the accurate and timely processing of invoices, payment and other financial transaction.
- Processing of invoices on sage and off sage and ensure payment is made as at when due in accordance to the credit contract agreement.
- Helped in the creation and tracking of purchase orders to facilitate procurement.
- Matching suppliers' invoices to delivery notes, GRN, purchase order and other internal documents
- Provided excellent customer service by promptly responding to inquiries and resolving issues.

Educational Qualification

AAT Certification

2023

Level 2 Association of Accounting Technicians (In View)

M.sc in Management and Finance

2023

Birmingham City University

B.sc in Banking and Finance

2013

Enugu state University

Reference

Available upon request