

# NWANKWO UZOAMAKA

10, Bola Owodunni Street, Alapere, Ketu, Lagos State.

Tel: 08028487935 E-mail: [uzoy2k2@yahoo.com](mailto:uzoy2k2@yahoo.com), [uzoamakanwigwe@gmail.com](mailto:uzoamakanwigwe@gmail.com)

## OBJECTIVE

---

My objective is to develop an excellent professional career and make positive contributions to the success of a dynamic organization that recognizes and encourages individual contributions as well as hard work, teamwork, integrity, honesty, transparency and accountability.

## SKILLS

---

- Communication and interpersonal skills.
- Documentation and computer skills.
- Accounting skills.
- Planning and organizational ability.

## PERSONAL INFORMATION

---

- Date of birth: 17<sup>th</sup> May, 1984.
- Sex: Female.

## EDUCATION

---

- (2005 - 2007) Yaba College of Technology, Yaba, Lagos.  
Higher National Diploma (HND) Accounting, Upper Credit.
- (2002 - 2004) Yaba College of Technology, Yaba, Lagos.  
National Diploma (ND) Accounting, Upper Credit.
- (1994 – 2000) International School, UNILAG, Akoka.  
O' Level Senior Secondary School Certificate.

## PROFESSIONAL QUALIFICATION

---

- (2010) Institute of Chartered Accountants of Nigeria (ICAN).  
Associate Chartered Accountant (ACA).
  - (2009) Nigerian Institute of Management (NIM).  
Graduate Member.
  - (2005) Institute of Chartered Accountants of Nigeria (ICAN).  
Associate Accounting Technician (AAT).
-

## **WORK EXPERIENCE**

---

- (March 2015 - Date) **Management Accountant:** C & I Leasing Plc. C & I Leasing Drive, off Bisola Durosinmi Etti Drive, Off Admiralty Way, Lekki Phase 1, Lagos.

### **Responsibilities**

- Production of periodic management report.
  - Regulatory compliance and rendition of statutory returns (CBN, NSE, SEC & Others).
  - Review of regulations, guidelines, policies and decrees from time to time issued by regulatory authorities and advising management accordingly.
  - Management of statutory examination audit (CBN).
  - Assets and Liabilities management reports.
  - Product and business performance reports.
  - Other duties as required and commensurate with the job title and grade.
- (February 2012 – March 2015) **Account Executive:** C & I Leasing Plc. C & I Leasing Drive, off Bisola Durosinmi Etti Drive, Off Admiralty Way, Lekki Phase 1, Lagos.

### **Responsibilities**

- Management of General Ledger interface.
  - Fixed assets accounting and reporting.
  - Intercompany accounting and reporting.
  - Preparation of Financial Report of EPIC International FZE, one of the subsidiaries of C & I Leasing Plc.
  - Assisting the Financial Accountant in general accounts matters
  - Other duties as required and commensurate with the job title
- (October 2011-January 2012) **Acting Head-Payroll & Operations:** C & I Leasing Plc. C & I Leasing Drive, off Bisola Durosinmi Etti Drive, Off Admiralty Way, Lekki Phase 1, Lagos.

### **Responsibilities**

- Giving approvals to vouchers and authorization of payments.
  - Giving approvals to requisitions before processing.
  - Managing the production of the company payroll.
  - Managing the company's pension scheme.
  - Responsible for the rendition of the following statutory returns:
    1. The PAYE tax
    2. Pension contributions.
  - Any other duties and functions commensurate with this position that may be assigned
- (November 2010 – September 2011) **Account Officer:** C & I Motors Ltd (A subsidiary of C & I Leasing Plc), 334/336 Agege Motor Road, Mushin, Lagos.

### **Responsibilities**

- Daily monitoring of account balances, confirmation of cost of funds and bank liason
- Preparing monthly bank reconciliation statements

- Preparing monthly management account.
  - Processing of receipts and other income transactions on SAP software
  - Undertaking such other duties as required
- (January 2010 – October 2010) **Account Reconciliation Officer:** C & I Leasing Plc. C & I Leasing Drive, off Bisola Durosinni Etti Drive, Off Admiralty Way, Lekki Phase 1, Lagos.

**Responsibilities**

- Monthly reconciliation of bank statements with bank book.
  - Confirmation of Consumer Lease Deposits.
  - Other duties as required and commensurate with the job title.
- (July 2009 – December 2009) **Auditor:** M. Ogunsanya & Associates (Tax Consultants/ Chartered Accountants) 336, Ikorodu Road, Idiroko, Maryland, Lagos.

**Responsibilities**

- Auditing of financial records of client companies.
  - Computation of allowances and deductions in order to determine client's tax liability.
- (August 2008 – July 2009) **National Youth Service Corps:** Oluwehin Community High School, Maya-Lanlate, Ibarapa – East L.G.A. Oyo State.
  - (March 2008 – August 2008) **Auditor:** M. Ogunsanya & Associates (Tax Consultants/ Chartered Accountants) 336, Ikorodu Road, Idiroko, Maryland, Lagos.

**Responsibilities**

- Auditing of financial records of client companies.
  - Computation of allowances and deductions in order to determine client's tax liability.
- (March 2004 – April 2005) **Industrial Attachment:** PricewaterhouseCoopers (Chartered Accountants). 252E Muri Okunola Street, Victoria Island, Lagos.

**Responsibilities**

- Updating the FYI bulletin board.
- Organizing internal training for staff.
- Population of the HR PwC database with the firm sponsored training for every staff.
- Other office administrative duties.

**HOBBIES**

---

- Reading, listening to music and traveling.

**REFERENCES**

---

- Available upon request.