

MBUK, JASPER EMEH
27, AKINROMOLA STREET, BARIGA, LAGOS STATE

OBJECTIVE: *To work with the dedicated professionals in any organization where I can utilize my skills, initiatives & expertise in realizing corporate goals and at the same time acquire relevant skills for proficiency.*

BIO DATA

Sex	Male
Date of Birth	5 th December 1976
State of Origin	Akwa Ibom
Local Govt. Area	Okobo
Nationality	Nigerian
Religion	Christianity
Marital Status	Single
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EDUCATIONAL QUALIFICATIONS WITH DATES

- Lagos State Polytechnic
Ikorodu - Accountancy (HND - LOWER CREDIT) - 2009
- Lagos State Polytechnic
Ikorodu - Accountancy (ND - LOWER CREDIT) - 2006
- Irepodun Comm. Grammar Sch. Asa, Oyo State
(National Examination Council) - 2000
- College of Education Demonstration Sch. Owerri, Imo State
(First School Leaving Certificate) - 1988

PROFESSIONAL QUALIFICATION WITH DATES

- Professional Certificate in Strategic Financial Management - 2013
- Institute of Chartered Economists of Nigeria (ICEN)
Associate Chartered Economist (ACE) - 2010

PROFICIENCY

Microsoft Word, Microsoft PowerPoint, Internet Operating skills, Microsoft Excel, QuickBooks, Sage 50 (Peachtree) and TradePort.

WORKING EXPERIENCES

POSITION

YEAR

- | | | |
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| ❖ <i>Brain and Braces Ltd</i>
Gbagada Phase 2, Lagos | Head: Finance & Admin | 2016 (April) till date |
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DUTIES AND RESPONSIBILITIES

- Putting adequate measures in place to ensure expenditure by ensuring that expenditures are wholly, exclusively and necessarily incurred for the operation of the company and at the same time minimizing costs in order to maximize profit.
- Preparation of the company's yearly budget and evaluation of the budgeted with actual.
- Preparation of the company's employees' monthly payroll of various locations.

- Regular preparation of the company's financial statements both for internal and external requirements.
- Ensuring that the organization complies with all required and necessary regulations as the need arises.
- Review, Authorization and approval of all expenses incurred in the organization.
- Maintenance of appropriate accounting and administrative records such as books of account, fixed asset registers and other records.
- Preparation of monthly management reports for the Chief Executive Officer as may be required.
- Marketing of the company's services.
- Following up on all account receivables and ensuring that at all times the company's financial position is in a satisfactory state.
- Ensuring that all statutory deductions are remitted timely to avoid regulatory sanctions.
- Other responsibility as may be directed by the company's management.

ACHIEVEMENTS

- Successfully requested for, supervised and reviewed the Audited Accounts preparation for the periods 2014 & 2015 in order to have a Tax Clearance Certificate (TCC).
- Successfully processed the PENCOM Certificate for the company in order to provide fair chances in the application of bids.
- Redesigned the following which became accepted by the management; invoices, pay slips, payroll system, fuel vouchers and diesel vouchers.

- ❖ **CONSULTANCY SERVICES:** Between the periods of December, 2015 through March, 2016, I provided consultancy services to the under listed companies in areas like; setting up accounting procedures, implementation of policies and frame work; creating internal controls measures in order to cut overhead and check fraudulent activities. Vouchers were designed for the above mentioned.

- **Deeminent technologies** in Port Harcourt - Rivers State.
- **Green world international (Distributor)** in Calabar - Cross River State
- **Bloomfield Bakery** in Lagos
- **Doshlps Ventures** in Lagos

I also prepared Management Accounts (Unaudited Accounts) for other small companies that were in need of it and guided them in book keeping processes for better records keeping.

I went further to enroll and obtained a certificate in AppZone Group (Financial Software Development Company) where I graduate to become a Certified Customer Relationship Partner (CRP) in the application of their software.

- ❖ ***BMO & Co.*** (Chartered Accountants)
Obalende, Lagos Island. Finance & Admin. Manager 2013 to 2015 (Dec.)

DUTIES AND RESPONSIBILITIES

- Putting adequate measures in place to ensure expenditure by ensuring that expenditures are wholly, exclusively and necessarily incurred for the operation of the company.
- Preparation of the company's yearly budget and employees' monthly payroll (with pay slip).
- Regular preparation of the company's financial statements both for internal and external requirements.
- Ensuring that the organization complies with all regulations as the need arises.
- Review, Authorization and approval of all expenses incurred in the organization
- Maintenance of appropriate accounting and administrative records such as books of account, fixed asset registers and other records.
- Invoice schedule preparation, maintenance and issuance to respective clients.
- Maintenance of the Firm's Current and Non-Current Asset Register.
- Maintenance of the Firm's Cash Book Register and Bank Reconciliation preparation on a monthly basis or as requested by the Managing Partner or Partner.
- **Firms' Secretary Duties:** Taking of weekly minutes of meeting, preparation of the notice of meeting and notifications in case of monthly training by the firm.
- Preparation of monthly management reports for the Partners as may be required.

- Following up on all account receivables and ensuring that at all times the company's financial position is in a satisfactory state.
- Conducting human resources functions such as maintenance of staff records, staff discipline, punctuality, staff leave schedule,
- Ensuring that all statutory deductions are remitted timely to avoid regulatory sanctions.
- Rendering of returns to the Tax Authorities on behalf of the company and client organizations.
- Involving in a wide range of Audit engagement; involving manufacturing and servicing companies.
- Other assignment and responsibility as may be directed by the Managing Partner and Partner

ACHIEVEMENTS

- Successfully registered for VAT and computed all liabilities from inception and remitted to the respective Tax Authority.
- Designed the followings which became acceptable by the firm; (performance appraisal form, official receipt, pay slip & guarantor form).

❖ ***Brain and Braces Ltd***

Gbagada Phase 2, Lagos

Head: Finance & Admin

2012 to 2013 (May)

DUTIES AND RESPONSIBILITIES

- Developing an accounting framework for the organization.
- Preparation and implementation of accounting manual for the company.
- Putting adequate measures in place to ensure expenditure by ensuring that expenditures are wholly, exclusively and necessarily incurred for the operation of the company.
- Preparation of the company's yearly budget and employees' monthly payroll.
- Regular preparation of the company's financial statements both for internal and external requirements.
- Ensuring that the organization complies with all regulations as the need arises.
- Review, Authorization and approval of all expenses incurred in the organization.
- Maintenance of appropriate accounting and administrative records such as books of account, fixed asset registers and other records.
- Preparation of monthly management reports for the Chief Executive Officer as may be required.
- Marketing of the company's services.
- Following up on all account receivables and ensuring that at all times the company's financial position is in a satisfactory state.
- Conducting human resources functions such as maintenance of staff records, staff discipline, punctuality, staff leave roster,
- Ensuring that all statutory deductions are remitted timely to avoid regulatory sanctions.
- Other responsibility as may be directed by the company's management.

ACHIEVEMENTS

- Successfully built and stabilized the accounting department by designing the followings for control measures; (various vouchers & pay slips).
- Successfully registered for PAYE and computed all liabilities from inception based on the number of employees available at that period and remitted to the respective Tax Authority.

❖ ***Ademuyiwa Gbadebo & Co.***

(Chartered Accountants)

Yaba, Lagos

Audit Assistant

2009 to 2012 (April)

DUTIES

- Preparation of Cash Flow Projection of client companies.

- Preparation of Budget for various departments, e.g. Sales, Production, etc.
- Calculation of actual performance and comparing with Budget.
- Analysis of variances and identification of causes for management decision makings.
- Supervision of weekly and monthly stock taking exercise.
- Writing of Books of Accounts of client organizations.
- Planning, Implementing and Evaluation of internal control for client organization.
- Computation of Tax: (VAT, Education Tax and Company Income Tax).
- Rendering of returns to the Tax Authorities on behalf of client organizations.
- Involving in a wide range of Audit engagement; involving manufacturing and servicing companies.
- Carries out fieldwork properly and documenting all the information related to these field works as per the quality, standards and volume of files assessed: also verifying and vouching of necessary documents provided by client companies as well as extracting a trial Balance for the preparation of a Final Account
- Other assignment as may be directed by the Principal Partner.

SPECIAL SKILLS

- Good numerical and analytical skills and interpretation.
- Ability to use computer efficiently and effectively with sound system maintenance skill
- Willingness and ability to take up new challenges
- Ability to work effectively and efficiently under pressure
- Ability to work independently with little or no supervision
- Excellent Administrative and Managerial Skills (time management, multi-tasking and problem solving skills)
- Good communication skills
- Strong leadership drive and skill
- Willingness and ability to learn at all time

RESEARCH WORK

- The Nigerian Stock Exchange as a Catalyst to the Nations' Economic Development (Project)
- Non oil Export as a strategy for Economic Development.

HOBBIES

- Reading, Football, Travelling, Table Tennis and meeting likeminded people

REFEREES

Available on request.