

# NWOKOLO DONALD ELIJAH, AAT, BSC, ACA(inview), SAP(ERP)-FI

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## **OVERVIEW:**

Result oriented Accountant with over 7 years of progressive experience in financial and accounting role; successful at managing multiple projects and consistently meeting deadlines under pressure. Well informed Accountant adept at supplying quick responses to financial inquiries (i.e financial statements preparation in line with IFRS/IAS). An accommodating Accountant, who effectively manages strict deadlines, adopts a broad knowledge of concepts and strategies to yield the best possible financial outcomes with a positive can-do attitude. A successful banker with over four years in banking operations and finance, self-motivated to deliver quality service promptly and error-free. Sound knowledge of treasury and cash management as i currently handle all banking transactions and short term investment portfolios. Skillful at bank reconciliations ranging from fixed deposits to bank charges and identifying errors where they exist. A broad understanding of the workability of projects, contracts' administration and change orders with a view to maximizing billing options.

## **WORK EXPERIENCES:**

**Prime Sources Limited, Lekki-Epe Expressway, Lekki**

**Position- Project Accountant/Head Receivables**

**Sept 2013 – till date**

**Projects participated and executed:**

EGP3B Gas Project (Chevron Nig Ltd-Over \$200Million Project), Funiwa Gas Project-EGP3A Offshore pipelines (Geophysical survey Nearshore and offshore), Total Nigeria Oil Spill(Remediation) Management & Waste Management, Personnel Labour Supply (Clean Nigeria Associates Ltd, PHC), TDU installation, and others. Key contact person by Chevron on Commercials.

## **Job Description:**

- Online and manual invoicing for all billable projects to Chevron,NETCO,SPDC, TOTAL,NCDMB,etc
- Assesses and pursue opportunities for maximization of client billing
- Effective communication and documentation of change orders and contracts' variations.
- Maintains the billing folders for all projects, including monthly invoices, paid and unpaid.
- Liaise with client to develop a Progress Management Schedule(PMT) for contract earnings.
- Researches any unbilled issues to optimize the billing possibilities for the contract period
- Provides accounts payable team with advice on settlement of Suppliers' and Sub-Contractor invoices in line with the agreement.
- Recommends and implements process improvement within the Department and Company.
- Liaises with the bank on timing processing and issuance of SBLC/LC, Bankers' Guarantee,etc
- Visits other branch divisions to reconcile books of account to Head Office and proffer advises on process improvement.
- Investigates and resolves discrepancies in monthly bank accounts while under tight deadlines.
- Providing Management with Cost Benefit Analyses(CBA) options to aid in operational decision
  
- Verifies the accuracy & legitimacy of all debit entries and validity of bank charges in our bank accounts.
- Reports all reconciliation issues to management within specified timelines for close out.
- Prepares the monthly payroll schedule of designated employees taking into consideration variance in wage type each month.
- Attends meetings with clients on projects progression (Chevron, NAPIMS, Bank meetings).
- Monitors fixed deposits(NGN&USD) with the bank and follows up on under-credit of interest due
- Assists in filing tax returns: WHT, VAT, Company income tax, and Pensions.
- Partakes in the preparation of annual financial statements.

**Guaranty Trust Bank (Ilupeju Branch and Idi Oro Branch)**

**Positions:** Fx Domiciliary Officer/Teller/Customer Service Officer

**August 2008 – Sept 12, 2013**

**Job Description**

- Processed and liquidated Time Deposits
- Processed salaries on Batch Payment System (BPS).
- Processed Transfers to other banks
- Processed PHCN Transactions and School fees payments on E-transact Platform
- Processed WHT remittance schedule to FIRS.
- Processed FOREX Transfers to offshore banks.

- Settled western union Money Transfer and Guaranty Trust Money Transfer(GTMT)
- Initiated and settled CIT/DIT.
- Posted and processed in-house and clearing cheques.
- Processed VISA fees payment for VISA appointments.
- Processed British Airways and other airline ticket transactions.
- Foreign Currencies Deposit & Withdrawal
- Western Union Settlement
- Bureau De Change
- Attended to customers' queries on ATM cards, pin and transfer requests for card categories.

**Microsoft Limited-Telecom Products, Ikeja**

Aug 2007 –July 2008

**Position:** Audit Officer/Controls

**Job Description:**

- Conducted internal audits; maintain documentation on processes & controls
- Reported on any findings/weaknesses; issue recommendations in a timely matter.
- Ensured that all controls are documented and communicated; ensure consistent documentation efforts across the enterprise.
- Identified operational, financial, and compliance risks in order to formulate appropriate, practical, and cost-effective recommendations.
- Provided guidelines and best practices to improve processes
- Prepared routine report on the company's activities on a comprehensive or on an exception basis
- Executed and monitored internal controls, ensuring effective and efficient activities that support organizational objectives, while adhering to applicable laws, regulations, directives, policies, and procedures
- Periodically inspected the stores/other sales outlets to conduct stock count
- Collaborated extensively with auditors during preliminary and year-end audit processes.

**Rapid Vigil Security Company Limited**

Jan 2006-Jul 2007

**Unit:** Finance Department

**Position:** Accounts Clerk

**Job Description:**

- Raised entries from source documents.
- Managed books of account and general ledger and ensuring that all entries are correctly entered.
- Ensured the regular forwarding of monthly bank statement for reconciliation purposes
- Liaised with co-clerk with regard to keeping all transaction records, i.e. filing posted entries in the respective files
- Liaised with store keeper, vide stock cards and waybills, with a view to raising and posting all entries that have to do with inflow and outflow of inventories
- Prepared sales account, trade debtors and creditors' account, miscellaneous accounts, account receivables and payables.
- Provided weekly information to the management on credit status of trade debtor from the general ledger of individual clients' account.

**Nigeria Breweries Plc, Lagos Brewery, Lagos**

Aug-Dec 2005(5months)

**Unit:** Finance/Accounts Department (Sales and Stocks)

**Position:** SIWES - Industrial Training

**Job Description:**

- Recorded and posted customers' orders
- Registered and posted cheques.
- Prepared wage and overtime payment schedule
- Undertook daily stock-taking and reconciliation.

## **Job related skills**

- Contract Understanding-knowledge of standard contract terms, hourly and lumpsum, Account reconciliation expert, Reconciliation of invoices, variances detection and follow up for refund, Reconciliation of bank statements- Sound knowledge of bank charges, understanding of fixed deposits functionality, Payroll Administration including expatriate & construction crew related, Working Capital Management, Abilities to work well with others under deadline situations & respond to changes in priorities, Financial statement preparation and analysis, excellent managerial techniques, and effective time management

## **Accomplishments:**

- Achieved 26% cost reduction by eliminating unrequired job processes.
- Recovery of excess bank charges within a few months of employment (N560,000, N1.1M, N2.06M \$4,506.00, \$2055.50)
- Complete close out on a \$70.9Million project and buildup of claims associated with the project.
- Reconciliation of time deposits which led to recovery of un-credited interest.

## **Accounting Software Proficiency**

Sage Pastel Evolution, sound application of Ms Word, Ms Excel and Slide presentation, SAP-FI.

## **TRAININGS ATTENDED WITH CERTIFICATES**

Oilfield Health, Safety and Environment Management	2012
Anti-Money Laundering Knowledge	2012
Customer Service Excellence	2012
Telling in a customer friendly environment (Including fraud prevention)	2012
Customer Service & Care Training	2009

## **EDUCATIONAL QUALIFICATIONS**

### **Institute of Chartered Accountant of Nigeria (ICAN)**

**ACA-Chartered Accountant (1 paper left)** Final stage

### **Lagos State University**

BSc in Accounting 2014

### **Institute of Chartered Accountant of Nigeria**

Accounting Technician Scheme (**ATS I, II, III**)-Completed 2006-2007

### **Ondo State Polytechnic, Owo, Ondo State**

Diploma in Accounting 2002-2004

## **Strengths:**

- Good understanding of IFRS, IAS and financial reporting
- Excellent oral and written skills.
- Sound knowledge of banking operations and very good reconciliation skills
- Leadership skills and inter-personal relationship
- Strong analytical mind to task and very numerical.
- Ability to learn fast, close out tasks and produce excellence.
- Goal Oriented and attention to details.
- Ability to construct good formal/official letters

## **PROFILE:**

**Marital Status:** Married  
**Sex:** Male  
**Nationality:** Nigerian  
**D.o.B:** 19<sup>th</sup> June, 1983

**Referees:** Available on request