

**Esther Amaka Dunkwu-Ozugha** [estherozugha@gmail.com](mailto:estherozugha@gmail.com) **07036070528**

**OBJECTIVE:**

To work hard with the available tools of the organization and to contribute my own quota so as to meet with the organizational goals and objectives

**BIODATA:**

Date of Birth: 31st March 1988  
Address: Plot 6 Allias drive Owode  
Religion: Christianity  
Sex: Female  
Marital Status: Married  
Mobile: 07036070528  
Email: estherozugha@gmail.com

**INSTITUTION ATTENDED**

- Lagos State University School of Part Studies (Lasu spt) Jibowu)
- Answa-ru-deen high School Falolu
- Adisa Bashua Primary School
- Data Still Computer College

**QUALIFICATION OBTAINED WITH DATE:**

- BSC in Accounting (Lasu spt 10080811062 mat No) (Awaiting Cert.)
- Performance and Time Management 2013
- Association of Chartered Certified Accountants (ACCA) Member
- International Financial Reporting Standards (IFRS) 2014
- Senior School Certificate Examination (SSCE) 2008/2009
- First School Leaving Certificate (FSLC) 2002
- Advanced MS Word 2013
- Advance MS Excel 2013
- Advance Power Point 2013
- Diploma in Computer Operation and Desktop-Publishing 2007

**COMPANIES WORKED WITH**

- Anchor Telecoms Nig. Ltd. Olabanji Olajide Str, Lekki, Lagos 2008-Date

**WORK EXPERIENCE:**

- **Regional Account Officer (Finance) (Anchor Telecoms Ghana Ltd)**  
 Payroll Preparation and payment of Salaries  
 Tracking of payment and posting all receivables  
 Preparation of project request and making transfer to the project team  
 Monthly reconciliation of bank statement with postings  
 Follow up with the account personnel to ensure all closed projects are invoiced
- **Project Administrator (Project) (RNDO Department)**  
 Prepare project request for vendor based on budget.  
 Ensure Vendors get their balances as soon as they close their projects  
 Prepare Staff salary monthly  
 Prepare Acceptance document for my line manager to sign off closed projects  
 Reconcile vendor bills with finance team  
 Collect staff utilization form (Monthly)  
 Collect payment retirement form from vendors and for all payments made.  
 File all documents pertaining to the department.
- **Accountant (Telcopro Nig. Ltd. Sub-Company to Anchor Telecoms)**  
 Making payment to dredgers working for RCC Port Harcourt  
 Payment of dredgers salaries  
 Interface with RCC accounts for reconciliation of outstanding payments
- **Personal Assistance to Telcopro GM**  
 Booking of flights for GM  
 Keeping trackers of all her appointments and events  
 Update her on the project status.
- **Receivable Account Officer (MTN Site Build, Construction Department)**  
 Prepare Acceptance documents for project team based on contract mile stone  
 Ensure all sites closed are invoiced and paid when due  
 Posting all invoices and payment to data base (Quick books)  
 Give update on open purchase order and sites to team members (Weekly)  
 Attend meetings with projects team on behalf of finance department (Weekly)  
 Pick up of purchase order documents when available at MTN HQ falomo
- **Cashier.**  
 In charge of companies petty cash  
 Cash disbursement for all admin expenses
- **Fleet Cordinator.**
- Implements departmental vehicle activities consistent with policies and procedures developed by the Institutional Fleet Coordinator in order to promote safe, cost-effective, and appropriate operation of departmental vehicles
- Disseminates vehicle and safety information to drivers

- Collects, reviews, and maintains information such as monthly vehicle usage reports, quarterly personal mileage reports, etc.
  - Provides reports, as requested, to the Institutional Fleet Coordinator
  - Provides departmental drivers with University Driving Rules and maintains record of written acknowledgement by drivers
  - Conducts periodic driving record review
  - Assures departmental compliance with timely accident and vehicle damage reporting requirements, vehicle safety inspections, and emissions inspections
  - Coordinates communication with the Institutional Fleet Coordinator
  - Have weekly meeting with drivers to know their challenges and relate their issues to the management at the management meeting.
- **Admin Officer.**  
In charge of stationary  
Custody of company confidential documents and items  
Filing of documents.
  - **Front Desk Executive.**  
Maintaining Records and Files  
Managing Correspondence  
Greeting Guests  
Answering Phones

### **Seminar/Training Attended:**

- QuickBooks Accounting BY: MCSEA Integrated Services Ltd, Lagos 2015
- Accounting Course for Accounts and Audit Personnel BY: Industrial Training Fund (ITF) Lekki head office Lagos 2015
- International Financial Reporting Standards (IFRS) BY: Rich Consulting Limited Lagos 2014
- Performance and Time Management

### **SKILLS:**

- Good inter-personal relationship, excellent written and oral communication
- Good knowledge of Microsoft Word, Excel

- Good knowledge data base QuickBooks Software
- Transparency and respect for people irrespective of their religion, culture and class
- Passion to learn, dedicated, Motivated and result Oriented

**HOBBIES:**

Reading & Cooking

**Referee: 1**

Mrs. Cynthia Nwakoh  
Head Accountant (Anchor Telecoms Nig Ltd)  
GM Telcopro Nig Ltd (Sub-Anchor Telecoms)  
0818425377.

**Referee: 2**

Mr. Popoola Taiwo (rt)  
Former Senior Manager (MS Projects)  
Anchor Telecoms Nig. Ltd.  
08098867657