**EMEGHAI**, ISAAC EWENMOKWU (MR) AAT, BSC, ACA

***TELEPHONE: 08022285438. 08064096119 Email:*** ***isaacpat2000@yahoo.com***

***isaacemeghai2000@gmail.com***

***CAREER OBJECTIVE*:**

***To render quality financial and administrative services to a first-class organization towards the achievement of set corporate objectives thereby enhance my career development.***

**COMPETENCE AREAS** \*Accounting \*Auditing \*Banking \*Administration

*COMPUTER USAGE:*

* Sage Peachtree
* Microsoft Excel
* Microsoft Word
* Internet compliance

**KEY INDICATORS:**

* 1. **Accumulated 7 years financial & Accounting experience**
	2. **3 years as Accounts Manager/Head, Accounts Department**
	3. **Currently reporting to Managing Director / CEO**
	4. **Strong interface with External Auditors, Tax Authorities,**
	5. **Interface with Senior Bank officers and Senior Management**
	6. **Chartered Accountant**

**PERSONAL BIO-DATA**

**FULL NAME:**  **EMEGHAI,** ISAAC EWENMOKWU

**GENDER:** MALE

**MARITAL STATUS:** MARRIED

**DATE OF BIRTH:** AUGUST 6, 1968

**STATE OF ORIGIN:** EDO STATE

**RESIDENTIAL ADDRESS:** 8, Osipitan Street, By Owotutu Bus-stop, Bariga, LAGOS

**SCHOOLS ATTENDED WITH DATE:**

1. **Ambrose Alli University, Ekpoma 2003 to 2006**
2. **Igbanke Mixed Secondary School 1982- 1986**
3. **Institute of Chartered Accountant of Nigeria (ICAN)**

**QUALIFICATIONS OBTAINED WITH DATE**

1. BSc. (Accounting) (2.2) 2006

2. General Certificate of Education (GCE)

3. NYSC Exempted

**PROFESSIONAL QUALIFICATIONS**

Associate Chartered Accountant (ACA) 2017

Accounting Technician Scheme (AAT) QUALIFIED – 1997

**CURRENT EMPLOYMENT:**

***Edge Leasing Solutions Ltd***

**POSITION: Head of Accounts 2017 till date**

**Duties:**

* Overall supervision of Accounts department and staff
* Maintain discipline amongst Accounts staff
* Developing financial and accounting policies for the company.
* Responsibilities for Accounts Payables and Receivables
* Supervise the company treasury activities (cash flow, banking, investments, etc.)
* Preparation of remunerations & Payroll
* Prepare month-end financial reports to determine profit(loss)
* Generate appropriate Management reports
* Supervise cash transactions through Expense Request system
* Oversee the Impress system
* Supervise the preparation of Bank Reconciliation Statement
* Raise requests for payment of suppliers
* Computation of PAYE, VAT, W/holding tax
* Prepare and remit NSITF, Staff Pensions, etc.
* Interface with Bank officials, Tax Consultants & External Auditors
* Interface with regulatory agencies (Environmental, Standard Organization of Nigeria (SON), etc.

**LAGOS MOTOR BOAT CLUB, IKOYI -**

**POSITION:Management Accountant/Head, Accounts Department: 2010-2016**

**Duties:**

* Overall supervision of Accounts department and staff
* Maintain discipline amongst Accounts staff
* Developing financial and accounting policies for the company.
* Responsibilities for Accounts Payables and Receivables
* Supervise the company treasury activities (cashflow, banking, investments, etc.)
* Preparation of remunerations & Payroll
* Prepare month-end financial reports to determine profit(loss)
* Generate appropriate Management reports
* Supervise cash transactions through Expense Request system
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* Supervise the preparation of Bank Reconciliation Statement
* Raise requests for payment of suppliers
* Computation of PAYE, VAT, W/holding tax
* Prepare and remit NSITF, Staff Pensions, etc.
* Interface with Bank officials, Tax Consultants & External Auditors
* Interface with regulatory agencies (Environmental, Standard Organization of Nigeria (SON), etc.

**LAGOS MOTOR BOAT CLUB, IKOYI**

**POSITION:Accounting Executive**

 **Duties:**

* Capturing of entries to company’s various ledgers
* Daily bank runs, (cash/cheque lodgments, cashing of cheques, requests for bank statements and balances, etc.
* Cashiering & keeping of imprest account and ledger
* Filing & retrieval of financial records
* Issuing of receipts, and updating sales day book
* Petty purchases,
* Typing and photocoping of official documents,
* Other assignments given by Head of Accounts from time to time.

**LAGOS MOTOR BOAT CLUB, IKOYI**

**POSITION:Senior Accounts Officer**

***Functions:***

* Supervision of Accounts staff
* Ensure effective capturing and posting of daily transactions
* Responsibility for the preparation of monthly Trial Balance
* Monthly Preparation of P & L and Balance sheet
* Bank reconciliation
* Interface with Regulatory Authorities
* Computation of Input & Output VAT
* Computation of Tax liabilities, monthly NSITF, Depreciation
* Interface with Bank officials,
* Effective maintenance of all company assets
* Regular update of Fixed Assets Register

**REFEREES:**

**1. Mr. Chinwe-ubaPaul , Tel. 07065500023**

 **Group Internal Auditor**

**Mateco Group Limited**

**Ikorodu Industrial Estate, Odogunyan**

**2.Mr. Paul Iweka 08083943931**

 **20,Aiyepe, street.**

**Shomolu, Lagos.**