

AGANA, ERUMENA ONOME

89 DELE ORISABIYI STREET. AGO PALACE WAY. OKOTA ISOLO LAGOS.

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PROFESSIONAL SUMMARY

Result oriented, target driven professional with verifiable experience cutting across Accounting and Finance, Cost Accounting, Business Analysis, Internal Control, Administration, Process Optimization, Social Media Engagement, Customer Service, Companywide team Building/leadership, Business Development etc.

SKILLS

- General Business Knowledge
- Microsoft Suite Proficiency
- Highly Internal Control Savvy
- Account Payable and Receivable Maintenance Expert
- IFRS 15 & 16 Knowledge and Practical Proficiency
- Business Analysis Trained Professional

PROFESSIONAL EXPERIENCES

ANAP BUSINESS JETS LIMITED

February 2018 – Present

(Private Business Jets Charter Company)

Position: Senior Finance Officer

This is a Finance Executive role with multiple reporting lines responsible for;

- Enter and maintain client receivables using the SAGE ERP software.
- Maintaining the accounts records to show receipts and expenditure
- Coordinating preparation of external audit materials.
- Responsible for Quarterly Budget preparation and performance variation report.
- Build rapport and partnership with financial advisors and bankers.
- Accounts Payable Reconciliations- Proposed cost reduction plan and gained approval thereby resulting in restructured vendors and lowered costs..
- Actively participating in the quarterly close process for project codes ensuring all entries were properly posted.
- Investigated and resolved significant variances to aid Quarterly and Yearly management reporting.
- Monthly Review of General Ledger Dump, Preparing Exception noted Report.

C24 LIMITED**October 2015 – January 2018**

(Digitalized Online Consumer Lending Firm)

Position: Head, Business Development and Operations Processes.

This is a Deputy Managerial Position and responsible for;

- Leading the pioneer team that set up the company at inception
- Engaging vendors to deliver value to the organization: NIBSS, Credit Bureau, Software Developers, Brands and Advertising etc.
- Responsible for over 200million naira in sales after a year in Operation Companywide and over 20million naira personal sales target activities monthly.
- Underwriting of loan portfolio of same value above (200million naira).
- Managed PAR consistently at below double digit as set by management.
- Provide leadership and direction in overseeing the performance of 5 employees across functional areas including customer service units, loan processing unit, credit analysis, collections and recovery unit and Info Tech Unit.
- Delivering timely information at MPR with recommendations for improvement. Also implementing Policies as formulated.

MERISTEM SECURITIES LIMITED**May 2014 - September 2015**

(Capital Market Operator/Financial Services Provider)

Position: Team Member: Internal Control Unit (Deployed rotationally between Meristem Stock broking, Meristem Investment Banking, Meristem Registrars). This is an Executive Analyst Position and some of the achievements are as follows

- Reviewed Daily Financial and Operational transactions with External bodies, CSCS, SEC, NSE and Clients. This ensured we had over 98% error free reporting to Clients, management and regulatory bodies
- Developed expertise in Audit trail generation, monitoring, exception discovery, reporting and correction.
- Developed expertise in call-over and exception detection and follow up.
- Review and report on any policy infractions on business processes and activities
- Interpretation and Implementation of Risk Policy as it affects the business unit being covered per time both operational and financial.
- Measurable experience in conducting test of assurance on internal business process and report exceptions to Group Head Internal Control.
- Review of regulators guidelines constantly and developing of roadmap for implementation and monitoring.
- Team member on Formulation of Operational policy for the company (Meristem Stock broking Unit).

CUSTOMER CONTACT SOLUTIONS NIG LTD**January 2013 - April 2014**

(Business Process outsourcing and Customer Contact IT Solutions Provider)

- Responsible for the preparation of company management accounts, from entries to reporting.
- Prepare monthly payroll of over 400 outsourced staff

- Expert in interpreting contract documents/Purchase order for proper invoicing to multinational companies
- Responsible for revenue assurance: follow up of proof of completions, submitting contract deliverables to project team etc.
- Liaising with clients' accounts personnel for receivables as at when due
- Liaising with banks for Credit facilities- car, generator and invoice discounting facilities.
- Advising Management/Project Team on proper Taxation per transactions- VAT, WHT and PAYE and addressing queries from Tax authorities

BOBO FOODS AND BEVERAGES

2012

(Foods and Beverages Manufacturing Company)

Accounts Supervisor/Stock Accountant

- I maintained successfully the company financial statement in English language from January to present.
- I approved sales invoices thereby reducing/managing the debt exposure of customers.
- I have also worked in conjunction with the warehouse department to achieve accuracy monthly of company stock. Reporting and analysing stock variances to the finance manager
- I am responsible for payment verification and processing of field staff (sales). I track their expenses making sure they are in conformity with company policy
- I liaised with human resource on salary payments calculations.
- I worked with the logistics/procurement department on payables.
- I prepared the yearly budget for the company and monitored variances
- I also work with the external auditors on VAT payments, Tax audit exercises, inquiry/investigation from tax authorities and company income tax issues.
- Maintain an up to date fixed asset register for a multi-billion-naira investment.

DREAMS AND VISIONS LIMITED

(2010-2012)

(Brands services, idea generation firm)

In this organization, I learnt brands analysis, marketing, reporting, and presentation, a bit of information technology appreciation.

- I registered the company for Tax purposes VAT, PAYE and WHT.
- I liaised with the auditors to accurately compute tax liability and also auditing of company financial transactions.
- I was responsible for monthly preparation of the staff payroll.
- I kept the company books of account and presented to management timely and accurate reports for decision making.
- I also achieved and maintained cost control measures on operational expenditures.

EDUCATION OUALIFICATIONS

Heriot Watt University(MBA)	2022(In-View)
Certified Business Analysis Professional (CBAP)	September 2021(In-View)
Certified Information System Auditor(CISA)-	December 2015
Institute of Chartered Accountants of Nigeria –ACA	May 2010
Delta State University – BSc Hons Accounting	Dec 2007
Paxton International Sec School-WASSCE	May 2001

REFEEREES

Available on Request.