

MICHAEL, Felix Happy

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Professional Objective

To be an outstanding professional who is able to effectively align academic knowledge with technological trend in solving daily challenges in the business world through discipline, accountability, reliability, and continuous learning.

Core Skills

- Disciplined, diligent, analytical mind and ethical approach to work.
- A team player who can also work independently or with minimum supervision where necessary.
- Strong interpersonal skills and ability to deal with cross-cultural communication.
- Willing, open minded and able to learn at fast rate.
- Excellent typing skill at average speed of 60 words per minute
- Proficiency in the use of Microsoft-Word, Microsoft-Excel, Microsoft-PowerPoint, Peachtree Accounting (Sage 50), QuickBooks, Corel Draw, Adobe-Photoshop and some other computer applications.

Professional membership

- Institute of Chartered Accountant of Nigeria
- Chartered Institute of Bankers of Nigeria (In View)

Trainings

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| • The Basic Digital Skills Training, | Haptics Training Partner, Sponsored by Google . | 2019 |
| • Web Design (WordPress, Jomla), | Personal Research Using Online Resources. | 2019 |
| • Employability Skills, | Lighthouse Advancement in Career and Enterprise. | 2018 |
| • Web Design (HTML & CSS), | CodeLagos, Lagos State Government. | 2018 |
| • Python Programing, | CodeLagos, Lagos State Government. | 2018 |
| • Advanced Excel/VBA Programing, | Personal Research Using Online Resources. | 2018 |
| • I.T. /Website Admin. Training, | NNPC-RSA, Lagos Branch, Lagos State. | 2017 |
| • Web Design (WordPress) | Personal Research Using Online Resources. | 2017 |
| • Annual Audit Committee Review, | NNPC- RSA, National Headquarters, Abuja. | 2013-2017 |
| • IFRS Training, | NNPC- RSA, National Headquarters, Abuja. | 2015 |
| • Diploma in Data Processing, | Easy Access Computer College, Lagos State. | 2003 |

Educational Qualification

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|--|---|------|
| • Higher National Diploma in Accounting, | Lagos State Polytechnic, Lagos State. | 2015 |
| • National Diploma in Accountancy, | Lagos State Polytechnic, Lagos State. | 2008 |
| • Senior School Certificate Examination, | Fatima College, Ikire, Osun State. | 2002 |
| • First School Leaving Certificate, | Baptist Day School, Ayetoro, Ikire, Osun State. | 1996 |

Experience

MAX INTERNATIONAL – NIGERIA

Jun., 2020 till Date

Position: Zonal Office Head of Accounts/Reconciliation Officer

Duties and Responsibilities

- Relates with the Zonal Manager on day-to-day operations and ensuring finance are made available for smooth operations.
- Liaising with Asst. General Manager on financial matters and providing advice on same where and when required.
- Reports all financial matters directly to the Financial Controller at the head office.
- Relates with head of accounts in other zonal office on day-to-day challenges, providing better ways of solving issues and ensuring uniformity.
- Works with the HODs of other departments in gathering information needed for preparation of quarterly, biannual and annual budget/financial forecasts for the zone.
- Relates with other departments (e.g. Sales, Inventory, Procurements, Events, etc) on financial related matters.
- Ensure adequate security of the financial information and providing them when needed for audit purposes and other requirements.
- Co-ordinates the activities of the accounts staff and ensures total compliance with all necessary policies.
- Preparation of zonal financial report for consolidation.

Other Achievements

- I created an application using Advanced Excel/VBA(Macro) to enhance the processing of payment voucher.
- I also redesigned a template for the petty cash voucher to replace the old faded photocopied ones that was been used before my arrival.

TEMPLECREST ACCOUNTING FIRM/MAX INTERNATIONAL – NIGERIA

Nov., 2019 - May, 2020

Position: Accountant

Duties and Responsibilities

- Settlement of expenditure after proper scrutinization of the memo and invoice to ensure correctness of the figures and approval.
- Uploading of bank deposits on google sheets for processing of orders by sales departments.
- Daily and monthly reconciliation of the bank statement with the sales spreadsheets.
- Processing and remittance of withholding tax, VAT and other cheques due to the State.
- Commission reconciliation.
- Partakes in monthly inventory count.
- Partakes in physical verification of all supplies to ensure standard quality and quantity accuracy.
- Any other functions as may be required for smooth running of the office
- Others as may be assigned to me by my superiors.

SELF EMPLOYED

Jul.,2018 - Oct,2019

Position: Multi-Tasking

Duties and Responsibilities

- Providing accounting services to SMEs/OPIEs including installation of accounting software.
- Building Excel Applications to help SMEs/OPIEs who could not afford the cost of installation of accounting software in solving their day to day accounting related challenges using advanced excel and VBA e.g. Inventory Management System, Staff Database Management System, Staff Emoluments: Payroll, Payslip and PAYE computation Apps, Posting of Ledger and automatic extraction of Trial Balance, Invoice generator, etc.
- Partnering with some friends' audit/accounting firms on occasional basis in handling accounts, finance, tax and audit related assignments for their clients.
- Performing other Accounting, Tax and I.T. related tasks that comes up from time to time.

NNPC/DPR- RSA, LAGOS BRANCH, Ikeja, Lagos State.

Mar., 2013 - Jun., 2018

Position: Accountant

Commendations/Achievements

- I was recommended for double promotion in the 2017 performance appraisal.
- I was able to fit in to the role of in-house website administrator after a short-time training and therefore assumed additional responsibility.
- I received commendation for excellent performance in 2016.
- I designed electronic information display board for the office in 2016 and trained other staff on how to update its contents, thereby saving the cost of outsourcing the service.
- I played an active role and received commendation in 2015 during conversion from the Nigerian Generally Accepted Accounting Principles (N-GAAP) to International Financial Reporting Standards (IFRS).

Duties and Responsibilities

- General accounting routing/functions.
- Preparation and analysis of accounting records, Payroll and monthly Income statement.
- Compilation of budget/annual financial forecasts and contributing to its preparation.
- Preparation of annual financial report in line with IFRS provisions.
- Ensuring proper security of all documents to maintain confidentiality of sensitive information.

PIVOT NIGERIA LTD., Ikorodu, Lagos State

Oct., 2008 - Nov., 2009

Position: Account Clerk

Duties and Responsibilities:

- Managing all accounting books, records, petty cash and ledgers.
- Inputting and processing financial data electronically using Peachtree accounting program.
- Reconciliation of bank statement.
- Extraction of trial balance and preparation of financial statement.

Interest and Extra Curriculum Activities

Internet research, photography, graphic design, playing piano and bass guitar.