

ARHETE, PASCHAL EBILUYE (ACA, ACTI)



26, Rumuola Road, Port Harcourt.
Phone: 08039334624
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CAREER OBJECTIVE:

To become an authority in the field of "Accounting, Finance, Control, Audit and Taxation" and be able to apply my analytical skills at all times and continually developed on my ability to identify and follow financial trends leading to the overall development and enhancement of the company and also my professional growth.

SUMMARY OF QUALIFICATION:

Highly Proficient and Skilled Qualified Professional Accountant with many years of experience in Accounting, Finance and Audit in various fields and capacities like Oil and Gas, Audit, Audit of NGO and Manufacturing sectors of the economy. Strong knowledge of accounting principles and their various applications and interpretations and good in the usage of some accounting software/packages. Other core competencies are:

- Strong Communication skills
- Excellent Leadership skills.
- Good presentation and organization skills
- Excellent Managerial skills.
- Compliance
- Training & lecturing Skills

AREA OF EXPERTISE:

- Financial Accounting & Reporting
- Internal Audit/Audit & Assurance.
- Taxation.
- Management Accounting.
- Cost accounting & Control.
- Accuracy & Integrity.
- Team Player/Leader.
- Excellent in numerical, analytical and problem-solving skills.
- Enhancing organizational structure.

PROFESSIONAL QUALIFICATION:

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| ➤ Institute Of Chartered Accountant of Nigeria (ICAN)-Qualified Member(ACA) | 2012 |
| ➤ The Chartered Institute Of Taxation of Nigeria(CITN)-Qualified Member(ACTI) | 2015 |

OTHER CERTIFICATION: IFRS Compliance

COMPUTER KNOWLEDGE/ACCOUNTING PACKAGES:

- Microsoft Office
- Advance Excel
- Sage pastel Evolution (Accounting package).
- Oracle ERP(Accounting Package).

TRAINING ATTENDED :

- Excellence in Financial Reporting and Accounting.
- Managing the cash cycle: Accounts Receivable and payable practices and many others

EMPLOYMENT HISTORY:

1. YESUF OMEIZA & CO (CHARTERED ACCOUNTANTS)

Suite 25 NMA Plazer, Old Aba Road, Rumuigba, Port Harcourt, Rivers State

Position: Senior Audit Associate

1st May. 2020-till date

Job Description:

- Ascertain and document the nature of business operations.
- Vouching of documents & Ledger confirmation.
- Review and document lead schedules and document relating to Audit work.
- Analytical reviews & re-calculation of balance sheet items.
- Reviewing and analyzing of revenue and expenses.
- Preparation of fixed asset schedules & Journals
- Preparation of audited financial statement of client in accordance with relevant accounting standards.
- Propose Audit Journals to correct Audit errors or misstatement in the financial statement.
- Review the adequacy of the entity internal control process and recommend areas of improvement.
- Communicate with the management on audit findings and weakness identified during the course of the audit and recommend solution.
- Carry out other day to day function that may require my attention.

2. DESICON ENGINEERING LTD, (An EPC, Pipeline Oil & Gas Servicing Company)

60, Kings Perekule street, GRA Phase 2, Port Harcourt, Rivers State.

Position: Senior Accountant.

1st Feb. 2013-30th April, 2020

(Accounts Receivable, Payable, Petty Cash/Treasury, Taxes, General Ledger & Compliance Coordinator)

Job Description:

- Ensuring that effective communication method is being adopted by finance team by the use of company's SOP, Skype, Emails. Etc. to avoid mis-information within and outside the department.
- Identify and educate finance team an area of compliance and its risk to the company.
- Ensuring compliance issue within the finance and outside department are being appropriately evaluated and resolved to avoid future occurrence.
- Training new and existing employee of the various accounting principles, its application within and outside the department. For example, the chart of account & its classification, Filling system, daily compliance of SOP, Daily posting of transactions into ERP system.
- Preparation of onshore/offshore invoices with service entry sheets and submission of the invoices to clients.
- Entering invoices into receivable invoice log schedule to ascertain payment due date.
- Booking of receivable invoices in ERP system-Accounting Package
- Matching receipts from customer during inflow with invoices booked against clients.
- Posting of receipts into ERP system-accounting software.

- Generate and review of receivable ageing analysis to ensure their compliance and due date.
- Reconciling Receivable sub-ledger against general Ledger
- Preparation of VAT,WHT, COBOTAGE and NCD schedule and their various reconciliation.
- Collection of WHT credit notes on behalf of the company.
- Back Charge and inter company analysis.
- Communicate with clients via email and phone for certain demands. E.g Remittance advice,Invoice status and to mention but a few.
- Keeping track of all payments and expenditures, including purchase order, invoices and statement.
- Receiving of invoices from vendors and verifying their correctness and appropriate deductions.
- Entering vendor's invoices into invoice log schedule to ascertain payment due date
- Booking, uploading and posting of vendor's invoices in ERP system- Accounting Package.
- Generate and review of ageing analysis to ascertain vendors invoices due date
- Preparation of outstanding vendors invoice schedule for payment
- Matching Vendors payment against payable invoice booked in the system.
- Preparation of VAT and WHT Remittance schedules to FIRS and BIRS as appropriate.
- Collection of Tax credit Notes on behalf of Vendors.
- Reconciling payable sub-ledger(vendors statement) against general ledger.
- Process three way P.O Matching invoice.(P.O,Invoice&WCC).
- Flag and clarify any unusual or questionable invoice items or price
- Maintenance of an effective and efficient petty cash imprest system.
- Handling and paying petty cash transactions.
- Checking and verifying all payment vouchers like petty cash form, bank voucher and cash advance form.
- Disburse cash to the requestor in concerned against approved voucher.
- Transaction coding/entering the transactions into excel ledgers.
- Booking of Petty cash/cash advance and bank transactions into accounting package.
- Carrying out retirement by way of expense against cash advance initially taken by staff.
- Carrying out monthly cash out of petty cash of different project locations.
- Reconciling of Banks statement against GL and clearing accounts assigned.
- Ensure the efficient management of Company's Bank accounts.
- Reconciling different ledgers like cash advance statement against general ledger.
- Monthly filing of VAT Returns on behalf of the company.
- Follow up on PAYE tax and company Tax Clearance certificates; ensure timely filing of statutory remittances in line with stated timelines. Filing annual tax returns as at when due
- Responsible for following up on financial proceedings, and ensuring tasks are completed on schedule.
- Rendering assistance to external Auditors during annual audit or otherwise tax Audit.
- Maintain accurate historical records and filing of document appropriately.
- Maintain confidentiality of organizational information.
- Carrying out other day to day functions that may require my attention.

3. Akpobo Onosigho & Co. (Chartered Accountants)

Head Office:221 road, house 17, FestacTown, Lagos.

Branch Office (Warri, Delta State) ASSIGNED PLACE OF WORK.

Position: Senior Associate

2009-2013

Job Description:

- Plan effective auditing process.
- Review of client business process to identify risks areas and controls instituted by management.

- Review of client's internal control, risk management and corporate governance documentation.
- Audit of Financial statements prepared in line with international financial reporting standards (IFRS) and assess accounts for accuracy and regulatory compliance.
- Analyse and interpretation of financial statements.
- Vouching of document & Ledger confirmation.
- Evaluate the work of internal Audit Unit to identify exceptions.
- Carrying out substantive procedures to ascertain completeness, existence, accuracy, valuation and presentation of accounts balances and proposing adjustments where necessary.
- Fixed assets verification exercise.
- Report systematic errors or fraud indicators.
- Assist in preparation of financial statement when the need arises.
- Review and attestation of financial statement for issuance of comfort letter.
- Supervises statutory audit engagement.
- Communicate with the management on audit findings and weakness identified during the course of audit and recommend solution.

SKILLS:

Excellent arithmetic and computer skills, good communication skills, a good team player, driving skills, good lecturing skills, good relationship skills, results and goal oriented, ability to adapt to change.

EDUCATIONAL BACKGROUND

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| <ul style="list-style-type: none"> • Ignatius Ajuru University of Education
Degree obtained: B.Sc In Accounting | 2020 |
| <ul style="list-style-type: none"> • Auchi Polytechnic, Auchi, Edo state.
Degree obtained: Higher National Diploma (HND) in Accounting.
Class of degree: Upper Credit.(2.1)--Second Best Student | 2008 |
| <ul style="list-style-type: none"> • Auchi Polytechnic, Auchi, Edo state.
Degree obtained: National Diploma (ND) in Accounting.
Class of degree: Upper Credit.(2.1) | 2005 |
| <ul style="list-style-type: none"> • St. John Bosco's College, Ubiaja, Edo State.
Certificate Obtained: Senior Secondary School Certificate | 2001 |

SEMINAR & CERTIFICATE OF PARTICIPATION:

- Certificate on International Financial Reporting Standard.
- Certificate on Advance Excel.
- ICAN Annual Conference/MCPE

PERSONAL INFORMATION

State of Origin: Edo.
 Local Govt. Area: Esan South East.
 Date of Birth: 27th March, 1983.
 Religion: Christianity.

REFEREES

- ❖ Rev. Fr. Bonaventure Egwu.
Residence Priest: Catholic institute Of West Africa.(CIWA).
Port-Harcourt, Rivers State.
Mobile Phone: 08032232661.

- ❖ Mr. Abolo Aseinimeyefri (ACA)
Lecturer: Igatius Ajuru University Of Education.
Port-Harcourt, Rivers State.
Mobile Phone: 08065889024