

# Unaeze, Richard Kanayochukwu

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## PROFESSIONAL PROFILE

A resourceful and result-oriented accounting professional with over fifteen (15) years diverse experience in Banking, Accounting, Financial Consulting and Operations Management spanning various industries such as Logistics, Oil and Gas, Banking and Security. An ICAN and ACA Certified Accountant and effective manager of people and resources with a track record of strong compliance to polices and ability provide innovative solutions that accelerate corporate growth

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## CORE COMPETENCE:

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|-------------------------|-------------------------------|--------------------------|
| • Operations Management | • Inventory Management        | • Logistics Management   |
| • Accounting            | • Planning and implementation | • Auditing               |
| • Taxation              | • Internal Control            | • Compliance Management  |
| • Account Management    | • Relationship Management     | • Banking Operations     |
| • Financial Consulting  | • Business Development        | • Report Writing         |
| • Team Leadership       | • QuickBooks                  | • Microsoft Office Suite |

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## CAREER SUMMARY:

- ACA, ICAN, IDPM (London), PGD (Computer Science), B.Sc (Accounting)
- Head Of Operations at TDiLife
- Assistant Manager - Accounts at Ibeto Petrochemical Ind. Ltd
- Internal Auditor at Techno Crime Security Ltd
- Business Banking Officer at Union Bank Of Nigeria Plc
- Financial Services Consultant at Union Bank Of Nigeria Plc

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## WORK EXPERIENCE:

### HEAD OF OPERATIONS/ACCOUNT

February 2018 – Present

TDiLIFE – Lagos (A company redefining consumer and lifestyle products distribution in Africa)

- Oversee the staff and entire operations of the department.
- Planning orders from OPMS (Order Monitoring System)
- Managed process to ensure that goods received are in line with the delivery note and invoice.
- Supervise the stocking of goods received in the warehouse.
- Manage Inventory and ensure proper management of warehouse.

#### ACCOUNT

- General accounting tasks, maintain balance sheet accounts and general ledger operations
- Prepare monthly financial reports, prepare journal entries and bank reconciliation
- Produce periodic financial reports and other financial documents for management
- Prepare yearly budgeting, quarterly and monthly appraisal
- Monthly stock control and inventory performance analysis
- Monthly consumption tax administration
- Monthly payroll administration
- Monthly VAT administration
- Filing annual clearance.

**ASSISTANT MANAGER - ACCOUNTS** February 2014 – February 2017

Ibeto Petrochemical Ind. Ltd (Oil and Gas Company producing oil lubricants and various petroleum products)

- Managed the finance of the company and provided reports to assist management in decision making.
- Managed accounting controls and recommended policies and procedures and guidelines.
- Prepared Financial statements and analyzed business operations, trends, costs, revenues, financial commitments and obligations to protect future revenues and expenses and to provide advice
- Computed taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Developed and implemented accounting systems making use of current computer technology.
- Developed, maintained and analyzed budgets, preparing periodic reports that compare budgeted costs to actual cost.
- Provided internal auditing support for the firm.
- Identified potential areas for cost reduction and development in business performance.
- Processed requisitions for office, computer and routine supply purchases.
- Implemented and adhered to stringent internal controls within the accounts department of the firm.
- Assisted in handling and processing of VAT and all Tax related matters

**INTERNAL AUDITOR**

January 2012 – January 2014

Techno Crime Security Ltd (Personal and corporate protection services Company)

- Audited management accounts quarterly and implemented efficient internal control system across all business units in the company.
- Continually tested the adequacy and effectiveness of standard operating procedures and management policies.
- Conducted regular audit to ensure completeness and correctness of record keeping and adequate protection of company resources.
- Ensured adequacy of accounting records and compliance with accounting standards.
- Examined financial records, information storage systems and internal control to ensure there are no indicators of mismanagement, unnecessary waste of resources and fraud.
- Evaluated management procedures and operations to ensure the company is operating as efficiently as possible, while remaining within established corporate policies and government regulations.
- Ensured compliance with controls, relevant legislations, established internal policies and procedures.
- Ensured the integrity of business operation, adherence to the company's code of Business principles, and to minimize the impact of unforeseen circumstances, in line with account local commercial practice.
- Reviewed adequacy of the internal control system, report and make recommendations to the management on control lapses; so as to safeguard assets and business of the company.

**UNION BANK OF NIGERIA PLC** (A company offering portfolio of banking services)**BUSINESS BANKING OFFICER**  
**BUSINESS BANKING OFFICER**

February 2010 – December 2011

July 2008 – January 2010

- Achieved branch targets in corporate current account by ensuring high quality service & customer relationship management.
- Increased the Bank's profitability by cultivating new business relationships.
- Successfully Grew accounts profitability by maintaining a high service standard and compliance.
- Generated the cross selling business from existing customers by selling other products.
- Maintained and developed customer relationships, new business, and periodic visit to existing
- Ensured cost and productivity norms are met in compliance with banking rules and regulations

- Generated revenue for bank.
  - Provided excellent advisory to client based on short or long term financial goal.
  - Evaluated clients financial needs and gave best possible advice based on financial situation.
  - Made profitable recommendations on asset management
  - Ensured that clients are properly educated about the risks involved in specific investment decisions
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**EDUCATION:**

**PGD Computer Science** 2000  
University of Lagos, Akoka

**B.Sc Accounting** 1999  
University of Lagos, Akoka

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**PROFESSIONAL CERTIFICATIONS/ TRAININGS/ AFFILIATIONS:**

- ACA Certification 2019
  - Institute of Chartered Accountants of Nigeria (ICAN)
  - Associate Member - Institute of Data Processing Management London 1994
  - The creative Manager - Managing yourself and others for organizational effectiveness.
  - Corporate finance strategy and stock analysis Techniques.
  - Capital market operation (strategy for growing of funds)
  - Relationship management.
  - Branch supervisors' Course, Tellers Course, Branch Basic Operation (BBO)
  - Introduction and fundamental of Unix operating system (Solaris).
  - Quickbooks and other accounting software
  - Microsoft Operating System, Unisys Operating, System Window Networking.
  - Basic Human Resources Management System
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**ADDITIONAL SKILLS AND ABILITIES:**

- Excellent Team Management with communication and interpersonal skills.
- Field Experience of Commercial banking - Asset based working capital financing & rural retail Liability business across Indian Territory
- Profound ability for Channel Management / Network Expansion with Strategic Implementation
- Knack of getting associated with new projects right from scratch, getting them implemented within defined timelines and budgeted P&L targets
- Strong ability to work under pressure and time constraints with Analytical Approach

