**CONTACT ADDRESS:**

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ADO ODO, OTA. EMAIL: celestineenebeli@yahoo.com

OGUN STATE.

**ENEBELI CELESTINE**

**SUMMARY**

A highly motivated and results driven professional with over twelve years’ experience in Account and Finance, and Internal Audit. Good knowledge of numerous financial and accounting fields, including: preparing annual budgets, monitoring key accounts and credit control. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. A keen analyst, with good relationship management and negotiation skills, in liaising with Banks, Financial Institutions and other Regulatory Agencies.

**FINANCIAL SKILLS**Cash Flow Control & Management, Management of Account, Budget Preparation, Interpretation of financial data and Auditing

**MANAGEMENT SKILLS**

Managing Budget, Making Decisions, Supervisory Skills and Effective Delegation

**PERSONAL SKILLS**

High level of integrity, Attention to details, Good IT knowledge and communication skills

**PROFESSIONAL/EDUCATIONAL QUALIFICATIONS**

. ASSOCIATE MEMBER – NIGERIAN INSTITUTE OF MANAGEMENT (CHARTERED) (NIM)

. MBA (BUSINESS ADMINISTRATION) 2008

. OBAFEMIAWOLOWO UNIVERSITY, ILE-IFE

. B.SC(HONS) ACCOUNTING, (UPPER DIVISION) 2000

DELTA STATE UNIVERSITY, ABRAKA

**WORK PROFILE**

1. AJATECH COMPUTERS LTD (HEAD, ACCOUNTS AND FINANCE) 2014 TILL DATE

FUNCTIONS:

* In charge of managing and supporting the finance team
* Managing daily financial transactions related to journals, accounts receivables, accounts payables, collection, bookkeeping, payroll, budget, cash vouchers, banking relations, etc.
* Performing monthly account reconciliations and monitoring general ledger transactions.
* Maintaining records of all the sales related documents including sales invoices, credit notes and sales report.
* Implementing accounting systems & procedures; preparing statutory books of accounts and finalizing individual party accounts of sundry debtors.
* Ensure Billing to Customer on time and timely collection of dues and maintaining fixed assets register and fixed assets verification.
* Ensure payment to vendors as per agreement and maintaining good relationship with vendors.
* Reviewing profitability and advice management in case of any deviation.

1. TECHNOLOGY DISTRIBUTIONS LTD (ASST.MANAGER, ACCOUNTS) 2009 – 2014

FUNCTIONS:

* Supervise activities of the Account Unit
* Manage Fixed Investment Account
* Initiates, Post general ledger, journals including provisions/accrual and depreciation of Assets,Reconciliation of Bank Accounts
* Customer Accounts reconciliation
* Preparing monthly management account
* Preparing month end reconciliation of inter- company account and balances
* Monitoring expenses against Budget & Preparation of Payroll

1. UNITED GEOPHYSICAL NIGERIA LIMITED (ACCOUNTANT) 2002 – 2009

FUNCTIONS:

* Initiates, Post general ledger, journals including provisions/accruals and depreciation of Assets,Reconciliation of Bank Accounts
* Assist the Finance Controller in preparing the monthly Mgt account
* Preparing month end reconciliation of inter-company accounts and balances
* Monthly audit report on Employees &WHT receivables, Outstanding Advances, Payroll, Purchasing, Bank Charges & Interest.

**PERSONAL PROFILE**

DATE OF BIRTH: DECEMBER 2ND 1974

STATE OF ORIGIN: DELTA

MARITAL STATUS: MARRIED

**REFRENCES**

AVAILABLE ON REQUEST