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A Self motivated, experienced professional with financial, managerial and accounting experience with

excellent written and verbal communications skills; Detail oriented, highly inquisitive, creative and resourceful;

I am dependable and flexible; bringing new energy and added dedication to your organization with an excellent interpersonal skill lends added versatility to work in various areas of an organization.

EDUCATION AND TRAINING

Confidential, Denver, Colorado

MBA (General/International Business) GPA: 3.93/4.00 in progress 02/2010

Selected Graduate courses: Economics of Management, Issues in International Business, Financial Decision Making, Innovation in Operations Management, Marketing Management, Ethical & Legal Environment of Business, leadership, strategic and project management.

Confidential, Nigeria

Bachelor of Science, Management/ Administration

SKILLS

- **Computer:** MS Office, Accpac, Point Data, Encompass, QuickBooks, Great Plains, GAAP/IFRS, SOX Act, ISO Standards
- **Languages:** English and French
- **AFFILIATION:** American Management Association (AMA)

PROFESSIONAL EXPERIENCE

Confidential - Consulting Linden, New Jersey

Financial / Business Consultant 05/2008

- Entering payroll information and transactions into Great Plains software a software program I learnt from being in the office
- General ledger balances using GAAP guidelines and monitored foreign bank transactions
- Audited financial records based on company parameters
- Successfully carried out a 5-year end closings from previous years financial records

bringing all accounts current without supervision

- Successfully reconciled 5- year's bank records on various accounts for the company.
- Perform Variance analysis on various company vendor accounts to monitor transaction trends
- Evaluated Financial statement and transactions analysis with Strategic business operations recommendations
- Analyzed workers compensation schemes based on company's financial variables
- Interfaced with AP/AR departments to generate financial reports for Executive Director

PROFESSIONAL EXPERIENCE

Confidential Union, New Jersey

Senior Mortgage Consultant 07/2006 - 07/2009

- Specialized in commercial and residential mortgage loans
- Analyze client information to determine credit worthiness
- Verification of client information
- Find an acceptable programs and banks, according to lender's guidelines/parameters
- Furnish all the necessary documentations from origination to close
- Business Planning, forecasting, and lead generation
- Short sale negotiations with banks and hard lenders
- Loan modification for client having difficulty paying their current mortgage due to financial hardship. This has helped in preventing foreclosure procedures on client's homes.

Confidential, PA Madison, New Jersey

Junior Accountant - Corporate Accounting 04/2005 - 06/2006

- Processed accounts payable and month end accruals
- Assisted with bookkeeping entries on various payroll, sales and individual tax returns
- Responsible for transaction and bank reconciliation for various small sized businesses
- Managed associate hours worked and input related labor codes in payroll systems
- Reviewed manual and electronic data for accuracy before forwarding files to payroll
- Responsible for balancing of general ledger and ensuring matching slips to appropriate invoices
- Worked with investment management team, providing information for monthly board package and portfolio accounts
- Initiated standard for authorization of invoice and expense payments
- Participated in the Bank Atlantic deal closing and authorized account procedures

Confidential Parlin, New Jersey

Accounts Manager - Accounting and Reporting team 05/2003 - 03/2005

- Prepared and analyzed annual financial statement; perform general ledger close and variance analysis
- Performed statistical analysis to determine market trends; compiled weekly reports
- Initiated, managed and serviced customer accounts
- Prepared and ran monthly reports
- Analyzed underwriting up rates to identify significant changes in insurance premiums; prepared cash posting of payments
- Trained junior employees on the Action Plan Phase

Confidential Parsippany, New Jersey

Claims Adjuster 2002 - 03/2003

- Prepared special financial reports and graphs by collecting and summarized account information and trends
- Analyzed client and member transactions for financial adjustments
- Performed financial adjustment on client accounts to reflect claims and changes in contract structure
- Reviewed Claims from Insurance Company with incorrect procedure code and Diagnosis codes
- Prepared finance accounting work to be accomplished by gathering and sorting documents and related information
- Provided information and assistance to Patients