

JOSEPH KANU

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Date of Birth- 4th January 1991, Marital- Married

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PROFILE

Accounting expertise in a variety of contexts and organizations. Previous Prior experience varies from working for the company of 25 to working in a company of 100. All accounting functions, including balancing sheets, processing payments, managing accounts payable, and providing executive administrative support, are mastered. Also proficient in Sage Evolution, QuickBooks, Microsoft Offices, Outlook and a variety of other accounting software platforms and applications. Devoted to delivering exceptional results while supporting the departments and companies' overall mission.

SKILLS

- Proficient in computer accounting software, such as QuickBooks, Sage Evolution and others
- Knowledgeable of all major accounting software platforms
- Excellent written and oral communication skills
- Superior ability to manage a variety of accounting tasks
- Detail-oriented approach to all aspects of work
- Commitment to upholding accounting principles
- Attentive to detail and computational errors
- Efficient with time constraints, ensuring timeliness without lessening accuracy and thoroughness.

PROFESSIONAL EXPERIENCE

ACCOUNTANT

GOLDER TRADING AND CONSTRUCTION COMPNAY, PRESENT

- Update financial spread sheets with daily transactions
- Prepare balance sheets
- Track and reconcile bank statements
- Process tax payments (GST, NASSIT, PAYE, WHT, PAYROLL TAX)
- Support monthly payroll and keep organized records
- Record accounts payable and accounts receivable

- Process invoices and follow up with clients, suppliers and partners as needed
- Provide administrative support during budget preparation
- Participate in quarterly and annual audits
- Do weekly cash count of petty cash
- Processing and preparing financial statements.

STUDENT ASSISTANT

CYPRUS INTERNATIONAL UNIVERSITY (CIU), SEPT 2020-AUGUST 2021

- Perform administrative tasks required by university staff.
- Perform new student registration task for each semester
- Research lecture
- Source references for academic work.
- Assist with basic administrative functions of an office. .
- Assist with special projects, basic bookkeeping

ACCOUNTANT

CAMUSAT SIERRA LEONE, FREETOWN, OCT 2017 – SEPT 2019

- Accurately documented all cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Records, income and expenditures, and any other related transactions, in the books of accounts
- Prepares vouchers for payments and related checks.
- Checks petty cash payments and reconciles petty cash accounts regularly
- Filed and computed tax returns and prepared governmental reports in compliance with strict standards.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Maintains a fixed asset registry and a simple cross-reference system for all Office property.
- Makes sure that the books of records are always up to date, orderly, well-kept, and easily accessible for reference and audit, as needed.
- Maintained integrity of the general ledger, including the chart of accounts
- Managed the entire accounting cycle through completion, including gathering information, preparing documents, finalizing reports, and closing books.
- Created a staff expense and reimbursement tracker, resulting in Mission expense.
- Completed daily accounting tasks such as tracking funds, preparing deposits, and reconciling accounts.
- Manage staff payroll system.

Achievements

- Played a very vital role in the company's Long Hole project 2018, where I accelerated the month-end closing process to the 25th calendar day of each month
- I Provide timely and reliable financial information for the CAFO and company group.
- I also introduced an audit of the revenue and expenditure flow for the first working day of the month, which allows for early detection and correction of the errors of posting.
- There were no material weaknesses found by the auditors during that time

CHURCH TREASURER

CHRIST THE KING S.D.A CHURCH, FREETOWN, JANUARY 2015 – DECEMBER 2018

- Responsible for collecting all of the envelopes, checking the amounts to make sure they match, preparing receipts, and keeping records of the funds.
- Performs or oversees all of the financial record-keeping functions.
- Responsible for payment of all bills, invoices, and charges.
- Every month, compare the church ledger to the bank statement to ensure everything matches.
- Responsible for depositing all funds in the church bank account, and paying employees, and covering other expenses.
- Prepares the financial reports for the church board and provides appropriate financial information to the church.

CONSTRUCTION ACCOUNTANT

INDIGENSE TRADING AND CONSTRUCTION COMPANY (ITCC), FREETOWN, JULY 2016 – OCTOBER 2017

- Review, approve and track Operational expenses.
- Ensure expenditure approval process complies with company policies and procedures.
- Perform monthly variance analysis of actuals vs budget and forecast.
- Perform general month-end financial close duties such as preparing and processing expense accruals and inter-company invoices.
- Work with internal and external auditors, providing necessary information and answering questions as needed.
- Regularly review processes for improvements make recommendations and can implement solutions.
- Prepare monthly financial reports
- Reviewed and approved construction invoices and overseeing payments.
- Maintained and updated General Ledger.
- Generated cost and budget reports to better manage projects.

- Constructed and managed loan draws and schedules.
- Worked with project managers and construction administrators reviewing costs and codes for the payment requests.
- Verified and Pay labor workers according to the timesheet provided by the site supervisor.

ENUMERATOR

IPAM-WFP, FREETOWN JANUARY 2014 – JANUARY 2014

- Double-checked information on survey forms.
- Maintained records of work, including hours, Schools visited, surveys completed and money spent.
- Walked Schools to Schools and collected demographic information.
- Contacted interviewees to rectify survey issues and ask follow-up questions.
- Assisted people in filling out the surveys with complete and accurate information.
- To collect data as per questionnaires supplied from WFP assigned schools.
- To also identify the schools that receive food feeding programs with WFP.
- To also identify schools that are benefiting from WFP feeding programs before and try to interrogate them if they are still benefiting from the program.
- Do a class count to know the number of pupils that are present in school for that day.
- To Verify all WFP assigned school registers to know whether they match with the number of pupils in their schools.

EDUCATION

SEPTEMBER 2019 – MARCH 2021

MASTERS IN ACCOUNTING AND FINANCE, CYPRUS INTERNATIONAL UNIVERSITY

- Relevant Coursework: Financial Statement Analysis, International Financial Reporting Standards, Auditing and Assurance Services, Cost Accounting, Investment Management, Portfolio Management.
- CGPA: 3.51/4.0

JUNE 2011 – MAY 2015

BACHELOR OF SCIENCE IN APPLIED ACCOUNTING, IPAM UNIVERSITY OF SIERRA LEONE

- Relevant Coursework: Auditing, Taxation, Financial Statement, Project Management, Reporting, English Language, Cost and Management Accounting, Human Recourse Management, Cooperate Finance, Business Strategy, Financial Regulation and Practice, Accounting Software, Advance Taxation, Banking and Finance, Financial Management and Control,
- .
- GPA: 3.11/4.0

JUNE 2010

West African Senior School Certificate (Wassce), BAPTIST SECONDARY SCHOOL, ALLEN TOWN

- Relevant Subjects- Mathematics, English Language, Cost Accounting, Financial Accounting, Commerce, Agricultural Science.
- 6(six) Credit

CERTIFICATIONS

- **United Nations (Certificate)**- Successfully completed the 59th Graduate Study Programme, from 28 June to 9 July 2021 Theme of the Programme: “POST-COVID WORLD: RESET, RESILIENCE, RECOVERY” Geneva, 9 July 2021.
- **Scholars International Institute of Technology (SIIT)**-Diploma in E-Accounting - 15/11/2020

LANGUAGE

- **English**
- **Local Language-Themne**
- **Krio**

ADDITIONAL SKILLS, AND ABILITIES

- Ability to Communicate
- Interpersonal skills
- Problem-solving skills
- Financial reporting
- Capacity for innovation
- Management experience
- Time Management
- Capability to collaborate
- Critical Thinking Handling Pressure

- Leadership
- Teamwork
- Commercial acumen
- Excellent analytical skills
- Proactive, resourceful, solution-focused, and results-driven
- Organizational ethics codes

HOBBIES & INTERESTS

When I'm not working, I enjoy a variety of hobbies and interests. I conduct research for the purpose of writing articles and theses. I devote as much time as possible to my physical fitness. I do the latter by running, jogging, and playing football on weekends. I also enjoy singing gospel acapella music, which I practice every weekend.

REFEREES:

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