**EMMANUEL SHINA GBORE**

**TITTLE:** Mr

**SEX:** Male

**DATE OF BIRTH:** 12th October, 1981

**PLACE OF BIRTH** Oka- Akoko

**STATE/LOCAL GOVT:** Ondo/Akoko South West

**NATIONALITY:** Nigerian

**PERMANENT ADDRESS:** 12, Gbogi street, Akure, Ondo State

**POSTAL ADDRESS:** P.O.Box 87, Owo, Ondo State

**E-MAIL/GSM** egbore@unimed.edu.ng/08033684555

**MARITAL STATUS:** Married

**NO OF CHILDREN** (Two) Gbore Emmanuel 11Years and Gbore Emmauella 4Years

**NEXT OF KIN** Gbore Olubukola Ololade

**ADDRESS**  12, Gbogi street, Akure, Ondo State

**ACADEMIC QUALIFICATIONS**

* **M.Sc in Accounting March 2021**

ADEKUNLE AJASIN UNIVERSITY, Akungba-Akoko, Ondo State, Nigeria

* **BSc (Hons) Accounting *(2nd Class upper)* May 2014**

ADEKUNLE AJASIN UNIVERSITY, Akungba-Akoko, Ondo State, Nigeria

* **HND Accounting *(lower credit)* June 2006**

Ondo State Polytechnic, Owo, Ondo State, Nigeria

* **ND Accounting *(lower credit)* June 2003**

Ondo State Polytechnic, Owo, Ondo State, Nigeria

* **SSCE *( O L)* June 1999**

Unity Secondary School, Epinmi-Akoko, Ondo State, Nigeria

**PROFESSIONAL QUALIFICATIONS**

* **Member(ACA)** Institute of Chartered Accountant of Nigeria (ICAN) **NOVEMBER,2021**
* **Member (NIMC)**–Nigeria Institute of Management Chartered (NIMC) **NOVEMBER,2008**

**WORK EXPERIENCES**

**Senior Accountant *–Management and Treasury Services (UNIMED) Ondo city, Ondo State.* Nov, 2021-Till Date.**

**Head, Management and Treasury Services Divisions.**

**Duties:**

* Advising the Bursar on matters relating to management services of the University and the Department
* Supervisions of the activities of Cash Office, Students Account unit, Finance and Reconciliation units
* Monitoring the regular updates of the University account cashbooks
* Monitoring of the University bank account balances
* Monitoring and ensuring timely reconciliation of the cashbooks with bank statements
* Monitoring students’ financial activities as related to the University
* Other duties as assigned by the Bursar
* Head Cash Management Unit. Deals with the collection, keeping records of all monies paid into the University Accounts
* Head Student Account Unit. Interfaces with the students in matters relating to students’ finances
* Head Reconciliation Unit. Supervision of periodic responsibility of bank reconciliation processes
* Oversees the process of insuring the university properties ensuring prompt payments of premium and settlement claims
* Actively coordinates the activities of all Bursary’s outstations business unit of the Institution.
* Responsible for processing of all foreign accounts transactions of the university.
* Relationship officer of UNIMED with Central Bank of Nigeria (CBN) in respect of University account with CBN
* Prepares and maintains records of university investments

**Accountant II *– (UNIMED) Ondo city, Ondo State, Nigeria*. July2020-November2021.**

* ***Head, Ledger and Final Account Unit***

***Duties:***

* Extraction of transaction ledger balances
* Preparation of Account Trial Balance
* Drafting of Financial Statement (Extract) for the Auditors to work with
* Preparation of the final draft of Financial Statements after auditing
* Preparations and defense of government quarterly reports on the University financials
* Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations. Preparing and maintaining important financial reports. Preparing tax returns and ensuring that taxes are paid properly and on time.
* Involved in the periodic analysis of the budgeting and budgetary processes and making recommendation to managements on areas of weakness and growth.
* Determining the financial position of the university through final accounts.
* Actively involved in the preparation of a profitability forecast and financial sustainability plan for newly incorporated business unit of the Institution.

**Pro-bono Service *(UNIMED) Ondo city, Ondo State, Nigeria*. July2018-June2020**

* **Ledger Office Unit**

**Duties:**

* Analysis of data posting
* Summarizing of transactions
* Posting of transaction ledgers
* Balancing of transaction ledgers

**Senior Internal Auditor *– ATSAB OIL&GAS, Akure, Nigeria* February 2017– June 2018**

* Performed the detail work of audits, reviews, some compilations, and other assurance services for clients
* Reviewed and assisted clients with proper preparation and presentations for the schedule of investments, Statement of Cash Flows and Financial Highlights.
* Helped organisations in reducing the payroll accrual processing time using payroll reports, accounting software and Excel tables.
* Actively involved in the process of reduction of the tax liability by working on various income, sales, and use of tax planning processes.
* Developed an understanding of clients’ businesses to identify issues and provide recommendations in assigned audit areas.
* Designs appropriate internal audit procedures and audit programs and modifies audit procedures throughout engagements.
* Resolved client inquiries and issues relating to audit functions.
* Assisted and supported the audit team in drafting accurate financial statements in compliance with audit functions.

**Business Development Officer (SA) – *Heritage bank Limited, Akure, Nigeria*. December2014–January2016**

Fostered better relationships with the customers, improved processing time and ensured increased customer satisfaction.

* Effectively managed, reviewed and explained account charges.
* Collected customer feedback and made process changes to exceed customer satisfaction goals.
* Assisted over **100** banking customers who were victims of fraud, theft, or identity theft.
* Managed regular reports and summaries of accounting activities.
* Assisted with the preparation of financial statements by posting journal entries for accrued expenses and revenue.
* Analysed and reconciled bank statements and general ledgers.
* Prepared and file local compliance reporting as necessary.
* Maintained records and accounts of corporate business.
* Handled general account queries daily.
* Acted as a liaison for vendors to reconcile any billing discrepancies
* Answered client inquiries and dispensed needed information about invoices that are past due.

**Accountant– *Joh Khan Ltd, Akure, Ondo State, Nigeria* January 2008 – October 2014**

* Preparing accounts and tax returns
* Monitoring spending and budgets
* Auditing and analyzing financial performance
* Prepared Financial forecasting and risk analysis
* Advising on how to reduce costs and increase profits
* Compiling and presenting financial and budget reports
* Ensure that financial statements and records comply with laws and regulations
* Keeping account books and systems up to date.
* Compiling and presenting financial and budget report

**Marketing Executive – *Leadway Assurance Company Ltd, Akure, Ondo State, Nigeria*  December 2007 – November 2008**

* Help clients settle any claims on their insurance. Customize insurance programs to suit individual customer needs. Ensure that policy requirements are fulfilled, including completion of the appropriate forms. Inspect property in order to examine its overall condition and decide its insurance risk.
* Self-generate sales leads from various engagement initiatives within defined territory proactively contact all leads and schedule appointments to recommend appropriate insurance, quote and place coverage.
* Determine specific clients’ needs by researching current coverage and options, and grow and maintain business through product sales, cross-sales, referrals, your circle of influence, and renewals.
* Meet or speak with clients daily, providing information about policies, and answering questions related to coverage and premiums
* Obtain underwriting approval through completion of coverage application

**Teacher (NYSC) –** Zambo Secondary School, Gusau, Zamfara State, Nigeria **October 2006 – September 2007**

* Taught Financial Accounting and Principles of Civic Education Teacher and improved student performance.

**PRESENT EMPLOYMENT**: Senior Accountant, #153,980.87/ University of Medical Sciences, Ondo.

**EXTRA-CURRICULAR ACTIVITIES**: Driving

**MAJOR CONFERENCES AND WORKSHOPS ATTENDED**

* Public finance management organized by institute of chartered accountant of NigeriaWebinar24th May, 2022
* Nigeria: Adopting sustainability for economic prosperity. Institute of Chartered Accountants of Nigeria .Abuja 10th-14th Oct, 2022

**REFERENCES**

**Prof. Francis Ayodeji GBORE***,*

*Sam Maris University,*

*Supari-Akoko, Ondo State, Nigeria.*

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**DR OLUSOLA ESTHER IGBEKOYI, *FCA***

*Adekunle Ajasin University,*

*Akungba-Akoko, Ondo State, Nigeria*

+2348036352377.

**Mrs. Adebolanle Adekemi Debo-Ajagunna, *ACA***

The Bursar

*Federal University,Oye-Ekiti, Ekiti State, Nigeria*

+2348038729416.

**SIGNATURE & DATE**