

# **TOM, SAMUEL IYENO**

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**Sex:** Male

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## **Career Objective**

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Results-driven Accounting enthusiast with a robust background in Financial Management and Administration, seeking a challenging role to leverage extensive expertise in optimizing financial processes, driving strategic decision-making, and ensuring regulatory compliance. Adept at implementing effective financial controls and policies, I am eager to contribute my skills and experience to elevate the financial performance of a dynamic organization while fostering a culture of accuracy, transparency, and fiscal responsibility.

## **Core Skills and Proficiency**

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Team Collaboration | Interpersonal and Communication Skills | Document Preparation and Editing | Effective Time Management | Proficiency in Microsoft Office Suite | Strategic Leadership and Supervisory | Active Listening Skill | Research Skills | Analytical and Problem-solving Skills | Strong Organisational and Administrative Skills | Stakeholder Management | Financial Analysis | Strong Numerical and Mathematical Skills | Accuracy in Financial Transactions | Effectively in a Fast-Paced Retail Environment | Vendor Relationship Management | Strong Negotiation Skills | Customer Relationship Management

## **Professional Experience**

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### **ACCOUNT OFFICER**

**Jan. 2023 - Present**

*Endlex Properties and Development, Akwa Ibom State.*

#### **Key Accomplishments:**

- Spearheaded the implementation of a new accounting system, resulting in a 30% increase in efficiency in financial reporting and transaction processing.
- Successfully managed financial reconciliation processes, reducing discrepancies by 25%.
- Played a key role in the preparation of financial statements, budgets, and strategic decision-making.
- Collaborated with cross-functional teams to ensure timely processing of vendor payments, enhancing vendor relationships and securing favorable terms.
- Conducted regular financial analysis to identify cost-saving opportunities and improve profitability.

### **CASHIER**

**Jan. 2021 – Dec. 2023**

*Hills Bake, Akwa Ibom State.*

#### **Key Accomplishments:**

- Managed cash transactions accurately and efficiently, processing an average of 50 transactions per day.
- Implemented a customer loyalty program, resulting in a 15% increase in repeat business.
- Maintained a friendly and welcoming demeanor, contributing to a 20% increase in customer satisfaction scores.
- Collaborated with the kitchen staff to ensure accurate order processing and minimize service time.
- Successfully resolved customer inquiries and concerns, demonstrating effective problem-solving skills.

## Educational History

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**Higher National Diploma (HND) – Accounting** **2014 - 2016**

*Heritage Polytechnic, Eket, Akwa Ibom State, Nigeria.*

**National Diploma (ND) – Accounting** **2012 - 2014**

*Heritage Polytechnic, Eket, Akwa Ibom State, Nigeria.*

## Training Certifications and Licenses

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**National Youth Service Corp (NYSC) – Discharge Certificate** **2017 – 2018**

**Institute of Chartered Accountants of Nigeria (ICAN)** **Awaiting**

## Interests

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Professional Development | Community Involvement | Technology and Innovation | Industry Networking

## Language

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English and Ibibio

## Referees

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Will be provided upon request.