

EDET ETIM ETTAH, B.Sc., MBA (In View), ACA  
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## PROFESSIONAL SUMMARY

Results-driven Chartered Accountant (ACA) with 14 years progressive experience in financial management, accounting operations, tax planning and tax management and strategic business support within corporate services sectors. Proven expertise in full-cycle accounting, budgeting and forecasting, and regulatory compliance in line with IFRS/IAS. Adept at designing and implementing robust internal controls, streamlining processes, and leveraging accounting systems (AMBO, Airbooks) to improve accuracy, efficiency, and reporting timelines. Recognized for building and leading high-performing finance teams, fostering cross-functional collaboration, and delivering actionable insights that drive profitability and operational excellence. Demonstrated knowledge of the Nigeria Tax Act (2025), including consolidation of tax statutes, digital filing and reporting requirements, and transitional compliance obligations.

## CORE COMPETENCIES

- Financial Reporting (IAS/IFRS)
- Revenue Cycle Management
- Accounts Receivable Management
- Accounts Payable Management
- Cost Accounting and Cost Control
- Treasury Management
- Budgeting and Forecasting
- Variance and Trend Analysis
- Tax Planning and Tax Management; Nigeria Tax Act (2025)
- Cash-Flow Forecasting and Working Capital Management
- General Ledger Reconciliation
- Credit Management
- Internal Controls and SOX Compliance
- Stakeholder Communication
- Team Leadership and Mentoring

## PROFESSIONAL EXPERIENCE

**Amy Travels Limited** – Receivables Accountant, Port Harcourt, Nigeria | August 2019 – Present

- Streamlined the accounts receivable process by implementing a new digital invoicing system, reducing invoice processing time by 2 days per week and improving cash-flow forecasting accuracy.
- Distribute customer statements and negotiate payment terms, achieving 90% recovery of overdue balances.
- Prepare monthly cash-flow forecasts, monitor KPIs (DSO, bad-debt provisions), and recommend process improvements.
- Spearheaded cross-functional collaboration among administrative, billing, to resolve billing disputes, reducing dispute resolution time from 72 hours to 24 hours.
- Enforce credit policies and approval limits, escalating high-risk accounts to senior management.
- Support internal and external audits with revenue-recognition documentation in line with IAS and IFRS.
- Ensure tax compliance under the Nigeria Tax Act (2025) particularly VAT, transitional provisions, updating revenue recognition and withholding processes to align with new digital reporting and filing requirements.

## Key Achievements

- Improved Reporting Accuracy: Reduced month-end reporting errors by 98% and shortened close cycle by 5 days through process automation and control enhancements.
- Cash Flow Optimization: Recovered over 90% of aged receivables, improving liquidity and reducing DSO by 15 days.
- Cost Savings: Implemented cost-control measures that cut operational expenses by 12% without compromising service quality.
- Forecast Accuracy: Developed standardized budgeting templates and variance analysis, raising forecast accuracy from 85% to 96%.
- Audit Readiness: Strengthened internal control frameworks, achieving zero major audit findings for three consecutive years.
- Reversed 100% of erroneous customer postings, eliminating a 5% billing-error rate.
- Integrated 100% of previously omitted service transactions, boosting invoice completeness by 85%.

## Watco Logistics Limited – Accountant, Port Harcourt, Nigeria | January 2015 – July 2019

- Streamlined the full accounting cycle by implementing automated solutions for accounts payable and receivable, reducing invoice processing time by 40% and increasing cash-flow visibility.
- Completed 100% of month-end close activities on time, reducing cycle by 80% and post-close adjustments by 20%.
- Collaborated on billing processes to raise transaction accuracy to 95%, cutting discrepancies by 85%.
- Generated monthly financial statements, variance analyses, and budget-versus-actual reports for management.
- Streamlined and filed tax returns; facilitated audits with detailed reconciliations and working-paper documentation; supported implementation of updated tax reporting processes in line with national tax reforms.

## Trogad Energy – Accountant, Port Harcourt, Nigeria | January 2013 – December 2014

- Managed accounts receivable sub-ledger, conducted monthly reconciliations, and generated aging reports.
- Issued invoices for corporate clients and facilitated cross-functional resolution of billing disputes.

## Chilkied Security Services – Accounting Officer, Port Harcourt, Nigeria | January 2011 – December 2012

- Managed invoicing and collections for security-services contracts, reducing accounts receivable by 45%.
- Compiled monthly revenue reports and supported month-end close with accruals and allocations.

## TECHNICAL SKILLS

- Accounting Software: AMBO; Airbooks
- Reconciliation and Close Management
- Taxation and Provisioning; Nigeria Tax Act (2025) reporting and compliance
- Controls and Compliance

## EDUCATION

Bachelor of Science (Hons.) in Accounting — University of Calabar, Calabar, Nigeria | 2004 – 2008  
Senior School Certificate — Nigeria | 1996 – 2002

## PROFESSIONAL AFFILIATION

Associate Chartered Accountant (ACA) — The Institute of Chartered Accountants of Nigeria (ICAN) |  
Conferred May 2025 | Membership No. MB066764