EMMANUELA ELOCHUKWU NNADIEKWE

Bookkeeping & Financial Records Support

SNAPSHOT

15+ years across
finance, audit & records
Account Officer — Telecoms
Internal Audit — 2022 to present

CORE SKILLS

- Bookkeeping
- Financial Data Entry
- Bank & Account Reconciliation
- Expense & Income Tracking
- Transaction Categorization
- Financial Reporting
- Documentation Review

TOOLS

- Zoho Books
- Microsoft Excel
- Google Sheets
- QuickBooks

Bookkeeping & Zoho Books

Clean Records, Clear Numbers

Every good business decision starts with knowing exactly where your money is going. I help small businesses turn messy transactions into organized, accurate financial records — using Zoho Books and Excel to keep your books audit-ready and your numbers trustworthy.

This portfolio demonstrates my bookkeeping workflow: recording, categorizing, reconciling, and reporting.

WHAT I CAN SUPPORT

- Recording and organizing financial transactions
- Income and expense tracking
- Account and transaction categorization
- Bank and account reconciliation
- Maintaining clean, organized financial records
- Reviewing supporting documentation
- Flagging missing or inconsistent entries
- Preparing financial summaries and reports
- Spreadsheet-based financial tracking
- Full bookkeeping support in Zoho Books

MY PROCESS

Gather Documents → **Record & Categorize** → **Reconcile Accounts** → **Flag Discrepancies** → **Organize Records** → **Prepare Report**

RELEVANT EXPERIENCE

My financial background combines hands-on transaction work as an Account Officer with years in internal audit — reviewing financial and operational records, validating documentation, catching discrepancies, and reporting findings to stakeholders.

That audit lens means I don't just record numbers; I understand why accuracy, documentation, and reconciliation matter to a business's bottom line.

TOOLS USED

Zoho Books | Microsoft Excel | Google Sheets | QuickBooks

WHY IT MATTERS

Sample data is used throughout to protect confidential business information — this is a practical demonstration of my bookkeeping process, not client work.

Available for bookkeeping, financial data entry, reconciliation, expense tracking, and financial reporting support.