**RESUME**

**IBRAHIM**

***Email:*** ***ibrahim.263831@2freemail.com***

***Career Objectives:***

To work in an organization where my potential will be utilized and to positively contribute to the growth of the company and my self

**PERSONAL DATA**

Date of Birth: 22/04/1989

Place of Birth: Ibadan

Sex: Male

Marital Status: Single

Nationality: Nigerian

State of Origin: Oyo State

Local Govt Area: Iddo

**EDUCATIONAL QUALIFICATION WITHDATES**

University of Lagos B.sc in Accounting (2017)

Yaba College of Technology

National Diploma (ND) Accounting (2013)

Oke’badan High School SSCE Result (2005)

**WORK EXPERIENCE AND DUTIES**

**ETNIKI BEAUTY AND WELLNESS** 2016-TILL DATE

36b,Okunola Aina street Mende Maryland Lagos

Duties:

Production Supervisor

**Acc-specs Professional Service Ltd (2008-2016)**

11, Ajayi street Mende Maryland Lagos

**Duties**

**ADMINISTRATIVE PERSONNEL**

* Responsible for maintaining day to day financial, Accounting, Administrative and personnel services in order to meet legislative requirements and support municipal operations.
* Administer employee files and records in order to ensure accurate payment of benefits

and allowances.

Main Activities:

* Type correspondence, reports and other documents
* Maintain office files
* Open and distribute the mail
* Take minutes at meetings
* Distribute minutes
* Coordinate repairs to office equipment

**PROJECT ASSISTANT**

* Assist the Project Management team in reporting to the client;
* Draft project programmes as directed by the Line Manager and monitor the project in line with those programmes;

**COMPUTER SKILLS:**

Proficient in **Microsoft Dynamic GP, Peachtree Accounting, MicrosftOulook, PowerPoint, Excel, Corel Draw, and Word.**

**SKILLS:**

* **Communication skills**
* **Delegation**
* **Microsoft Office**
* **People Management Skills**

**PERSONAL QUALITIES**

Initiative, Good Interpersonal Relations, Persuasive Skills High Level of Tolerance& Exclusive Explanatory Skills.

**HOBBIES**

Reading & Travelling.