CURRICULUM VITAE

TIMOTHY

TIMOTHY.277528@2freemail.com

**OBJECTIVES:** To be part of a dynamic and service oriented company that would maximize my knowledge and potential, and will further develop my skill to allow for continuous improvement.

**Personal Data**

* Place of Birth Ibadan
* Gender Male
* Height 179cm
* Weight 65kg
* Nationality Nigerian
* Religious Christianity
* Marital Status Married

**Education**

* Goethe Institute Dakar Senegal (GIS) Dec. 2010
* Chartered institute of Management (NIM) Nov. 2006
* HND in Business Administration (Osun State Polytecnic) Oct. 2004
* Mc Felly Computer Institute Ivory Coast (CIDP) Dec. 2002

**Knowledge with Excel/Access/Word/PowerPoint/Photoshop/Corel Draw**

**Profession experience**

**IT Consultant/Managing Director Aug. 2011- June 2015** Isotop LTD.CO.KG Lautertal Germany

* Acquisition of suitable production sites
* Involvement in product development and market adjustment.
* Involvement in pricing and quoting
* Service to customers and prospects
* Participation in financing

**Administration Assistant Feb. 2008- May. 2010** Seolak Investment Company Dakar Senegal (working in SIC office)

* Organize timesheet and enter data into Excel spread sheets from all the sub-contract of SIC
* Scanning Accounting finance document such as daily cash reconciliation, purchase order document and subcontract timesheets
* Handling and filling boxes of archive documents to be stored in storage container.
* Review Acrobat pdf file and organize folder to scanned document for easy retrieval in the future
* Enter purchase orders, invoice, receiving document (MRRs) and material requisition into Microsoft Access database.

**Cost Engineer August. 2006 – Jan. 2008** Citynet Telecommunication Network Corporation, New Gbagi Ibadan

* Prepare cost estimate and networking
* Responsible for monitoring daily routine of manpower, activities material needed
* Coordinate with client regarding progress of project and conformity to client quality standards.
* Well verse in site operation to organize and executes work with all levels of the project team.

**Unit Manager April. 2002 – Jan. 2005**  African Alliance Insurance Company Lagos

* Work as credit investigator and insurer
* Making aging reports of all the account and related to accounting work.

**Sales Representative Feb. 2000 – Feb. 2002** Bafun Nigeria Limited Daleko Isolo Lagos

* Sales collection
* Responsible for making daily, weekly and monthly aging reports.

**Factory Worker July 1996 – Jan. 1998**  Sosaplast Nigeria Limited Fatai Atere way Oshodi Lagos.

* Forklift operator/warehouse assistant
* Documentation and warehousing, loading and unloading of materials from container and vendor
* Maintain inventories, complete records and housekeeping and observe proper safety.

**Skills/Competence**

* Estimation, project execution and supervision of any related jobs in Business Administration
* Good oral and write in English, French and German
* Flexible and can work with maximum supervision
* Licensed professional driver
* Willing to be assigned anywhere.