**Alhaji**

[**Alhaji.311493@2freemail.com**](mailto:Alhaji.311493@2freemail.com)



CAREER OBJECTIVE

To join effort with a team and manage resources efficiently and effectively to achieve profitable cooperate objective.



MY EXPERIENCE

# Cashier/vending Officer

Benin Electricity Distribution Company Plc

May, 2014 - June, 2016 - (NG)

Collection of revenue

Generating Prepaid credit token Maintain customers detail

# Teacher

Government Girls Arabic Secondary School Gusau Zamfara State

March, 2012 - March, 2013 - (NG)

Assigning work, correcting and marking work carried out by students Planning, preparing and delivering lessons to all students in the class

Assessing, recording and reporting on the development, progress, attainment and behaviour of students

Teaching according to the educational needs, abilities and achievement of the individual students and groups of students.

# IT/ Secretary

Nigerian National Petroleum Corporation

May, 2009 - December, 2010 - (NG)

Received payment voucher

Check and crossing payment voucher with audit pen Key in the payment voucher in computer system.



MY EDUCATION

# HND

Federal Polytechnic Idah

November, 2009 - November, 2011 - (NG)

# ND, Accounting

Federal Polytechnic Idah

September, 2006 - October, 2008 - (NG)

# W.A.E.C Certificate

Community Secondary School Aloji

September, 1999 - June, 2005 - (NG)



SOFTWARE PROFICIENCY



Microsoft Outlook Microsoft Dynamics ( CRM )

Microsoft PowerPoint Microsoft Access

Microsoft Office Tools, Microsoft Excel



ASSOCIATION/MEMBERSHIPS



General HSE ( HSE Level 1 & 2)

Nigerian Institute of Management (NIM) Graduate Member

Supervision HSE ( HSE Level 3)

Institute of Chartered Accountants of Nigeria (ICAN) In View



REFERENCES

*Excellent references available upon request.*