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**ASUTIN**

[**ASUTIN.359623@2freemail.com**](mailto:ASUTIN.359623@2freemail.com)

**Assistant Accountant**

**OBJECTIVE:**

Seeking a position as an Assistant Accountant where extensive experience will be further developed and utilized

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**EXPERIENCE:**

Company: **Fidelity Bank PLC**  
Position: Assistant Accountant

Duration: 3 years

Company: **GMT Nigeria Ltd**   
Position: Assistant Accountant

Duration: 1 year.

**DUTIES & RESPONSIBILITIES:**

* Performed accounts payable functions for construction expenses
* Managed vendor accounts, generating weekly on demand checks
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable
* Created budgets and forecasts for the management group
* Ensured compliance with accounting deadlines
* Managed accounts payable, accounts receivable, and payroll departments
* Generated budgets and forecasts on a quarterly basis and presented to the management team
* Reported on variances in quarterly costing reports
* Prepared annual company accounts and reports

**PERSONAL SKILLS:**

* Ability to work with minimal supervision
* Discretion and understanding the need for confidentiality
* Excellent command over English
* Keep honest and clean records
* Good manner of approach towards people

**PERSONAL DETAILS:**

* Gender : Male
* Nationality : Nigerian
* Date of Birth : 27-04-1991
* Marital Status : Single
* Visa Status : Tourist Visa (Long Term)
* Language Known : English

**EDUCATIONAL QUALIFICATIONS**

* SSCE ( Secondary School Certificate)
* OND ( Ordinary National Diploma)

**DECLARATION:**

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.