

[238607@gulfjobseekers.com](mailto:238607@gulfjobseekers.com)

PROFESSIONAL PROFILE

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where I can grow with the organization and prove to be an asset for its effective functioning, be a team player for the achievement of organizational goals and its success.

QUALIFICATIONS

* Motivated and hardworking
* Flexibility in working conditions
* Individual, skilled in problem solving
* Willingness to learn.
* Ability to adapt to new environment.
* Ability to face new challenges.
* Ability to keep records.
* Responsible, efficient with an excellent work ethics.
* Excellent interpersonal and communication skills.
* Proven ability to work under pressured environment with less supervision.

EDUCATIONAL ATTAINMENT

* COLLEGE/UNIVERSITY :AMBROSE ALLI UNIVERSITY, EKJPOMA, EDO STATE, NIGERIA
* COURSE/DEGREE : BSC ECONOMICS
* Year : 2007
* UNIVERSITY : UNIVERSITY OF ABUJA
* COURSE/DEGREE : DIPLOMA IN ACCOUNTING
* YEAR : 2002-2004

* UNIVERSITY : USMANDAFODIO UNIVERSITY, SOKOTO STATE, NIGERIA
* COURSE : POST GRADUATE DIPLOMA (PGDE)
* YEAR :2011 - 2012
* INSTITUTE : ETON INSTITUTE, DUBAI, UNITED ARAB EMIRATE
* COURSE : TESOL/TEFL INTENSIVE COURSE
* YEAR : APRIL-JUNE 2015
* UNIVERSITY : ADMINISTRATIVE STAFF COLLEGE OF NIGERIA
* COURSE : ASCON
* YEAR : JANUARY 2015

COMPUTER SKILLS

* MS Office (Word, Excel, Power Point)
* Email & Internet Explorer

WORKING EXPERIENCE

COMPANY : WORLD OF FAITH GROUP OF SCHOOLS (Nigeria)

POSITION : ACCOUNTANT OFFICER/CUSTOMER SERVICE

YEAR : 2010 - 2015

DUTIES AND RESPONSIBILITIES

* Ensure all financial reporting deadlines are met.
* Prepare financial management reports.
* Compile and analyze financial information to prepare financial statements
* Ensure accurate and timely monthly, quarterly and year end close.
* Continuous management and support of budget and forecast activities.
* Develop and maintain financial data base.
* Financial audit preparation and coordinate the audit process.
* Analyze financial information to recommend or develop efficient use of resources.
* Handle cases related to payment of Sales Tax by dealers/vendors
* Contact defaulters and obtain information regarding payment of taxes
* Collect the information of dealer’s current debtors and serve a notice under section.
* Selling of admission forms

COMPANY : NIGERIA BOTTLING COMPANY

POSITION : CUSTOMER SERVICE / ACCOUNTANT CLERK

YEAR : 2008 - 2009

DUTIES AND RESPONSIBILITIES

* Greetings customer politely.
* Give answers to customers’ questions or concerns related to the product.
* Communicate and assist customers in any way possible and as the customers may require.
* Deal with customer’s complaints professionally and with restraint.
* The best relationship and explain our products the best quality and details of materials used.
* Monitoring and coordinating the production of promotional materials.
* Overseeing and implementing product distribution.
* Attending and organizing sales promotional events and exhibitions.
* Coordinating with and reporting to managers to carry out campaigns.

PERSONAL INFORMATION

DATE OF BIRTH : 12 – MARCH 1978

NATIONALITY : NIGERIAN

RELIGION :CHRISTIAN

MARITAL STATUS : SINGLE

LANGUAGES :ENGLISH & NIGERIA

VISA STATUS : VISIT VISA

I hereby certify that the above information mention is true and correct to the best of my knowledge and belief.