**Name:** AKUJUO

**Marital Status:** Married

**Visa status:** Visit visa

**E-mail:** [akujuo.375181@2freemail.com](mailto:akujuo.375181@2freemail.com)

# Objective.

To work in a challenging environment, where I will be able to provide prompt and courteous service to the customer of an organization.

**Mercury Engineering and Construction company LTD (Site Accountant** **2013-2017)**

**Summary of work experience**

* Prepare & write cheque for suppliers.
* Account for daily cash movement after approval.
* Prepare monthly suppliers/Vendors account.
* Prepare Bank Reconciliation Statement.
* Check the attendance & prepare payroll for salary.
* Payment of PAYE tax.

**Sunstone BDC LTD Account Clerk 2012 - 2013**

* Payroll preparation.
* Prepare monthly bank reconciliation statement.
* Prepare daily cash vouchers & Journals.
* Prepare & write cheque for vendors/suppliers.
* Daily recording of income and expenses.
* Help in preparation of monthly salary.
* Checking the attendance every day & booking late comers

**EDUCATIONAL AND QUALIFICATIONS:**

* Proficiency Certificate in Management by Nigeria Institution of Management (CHARTERED) 2012
* Federal Polytechnic Nekede Owerri, Imo state (HND) 2008-2010

**Key Skills and Strength.**

* Professional work ethic.
* Multi tasking.
* Excellent written and Verbal communication skills.
* Ability to work in a team.
* Sales and Marketing skills.
* Customer Service skills,
* Good Leadership abilities
* Well verse in computer knowledge.