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|  | TOBIASEmail: tobias-395553@gulfjobseeker.com **OBJECTIVE**I’m Self-motivated and tactical fast-driven Meticulous and highly organized Data Processor extensively trained in spreadsheets transcription word processing, desktop publishing. Quick data internet entries, Accurate efficient and productive with strong organizational technical and analytical skills.leadership qualities; able to motivate the culinary teams to deliver genuinely spectacular results. |
| **EMPLOYMENT** |  |
| **RECORD**Position:Responsibilities: February 2018 to Present: | ***DATA ACCOUNTING ANALYSIS OFFICER*** * Takes care of daily, weekly and monthly data analysis, including company inflow and outflow and as well workers payment data analysis.
* Follows the instructions and recommendations from the immediate superiors to complete the daily tasks and assist the top managerial offices in every form of Internet researching.
* Coordinates daily tasks with the account Officer.
* Provide frequent updates to Supervisor regarding issues and problems in the department as well as provide ideas for potential solution
* .
* Take turn in support the after-hours customer phone for troubleshooting data processing errors and perform system check
* .
* Assist in evaluating and creating processes on jobs and process documentation
* .
* Other duties as assigned by managemen
* .
* Assist in creating any new data processing method and use/write/manipulate MS WORD.
* Complete necessary paper work; ensure production/quality control documents are completely filled ou
 |
|  Position:Responsibilities: October 2016 to November 2017:  **EDUCATION****HISTORY**  Bachelor of Technology :(B.Tech)Secondary School:Training – Courses / Seminars:Computer Skills:Languages:SkillsAchievements: PERSONAL BIO - DATAMarital Status:Date of Birth:Nationality:Visa Status: | ***EXECUTIVE SECRETARY*** * Consistently offer professional, friendly and proactive Guest service while supporting fellow Colleagues.
* Understand and follow workplace policies and procedure
* .
* Actively share ideas, opinions and suggestions in daily shift briefings
* Contribute to performance feedback for all levels of staf
* .
* Liaise with colleagues and managers to proactively escalate problems and potential issue
* .
* Run reports from our on-line portals in order to support cash reconciliations and top-up
* .
* Plan and proactively manage workload ensuring that urgent work is prioritized, deadlines are met and work is technically accurate, clear, concise and error fre
* .
* Effective and clear communication and development of strong working relationships with members of the Company.
* Ensures error free in all the digital and internet typing and report compilation.
* Promote a Fun / Professional and Disciplined work environment
* Communicate daily with Leaders to ensure open lines of communication
* Complete assigned tasks in a efficient and timely manner.

 Federal University of Technology Owerri (FUTO) Maritime Management Technology (MMT)Madonna Senior Secondary School For Science Etiti-Nigeria -(2006-2011)* Call Center – Inbound Customer Service
* Frontline Online Marketing skill
* Data Entry
* Website Researchers

CertificateMicrosoft Office Suite - Word, Excel and Power PointEnglish* Excellent organizational and time management skills
* Exceptional analytical and decision-making skills
* Event planning
* Team work ethics

Best Quick Report Delivery Staff of the Month (Triple times)Best Cooperative Staff of Month(Twice} Single 18th Nov 1993NigeriaTourists Visa. |