

NAME

E-mail; Mobile;
Address: LONDON

To work in a challenging environment with a world class spirit where knowledge and skill will be put to maximum use.

University of Maiduguri, Borno State (1998-2003) B.Sc. Accountancy

CORE COMPETENCE

Stores routine, Payroll, Office management, Bank reconciliation, Accounting, Book keeping, Team work, Negotiations, marketing, sales, Quick books, Microsoft office suit, Peach tree

WORK EXPERIENCE

United Construction Engineering and Development Company (sept.1993-sept.1997)

Store keeper

- ✓ Receiving of goods/materials
- ✓ Reconciling of actual goods with goods received note
- ✓ Stock taking, issuing of materials in piecemeal for usage
- ✓ Reporting different material stock levels, documenting all stock movement.

COMPANY NAME REDACTED (Electrical and civil Engineering) (Aug.2007- Sept.2011)

Accountant/ assistant Manager

- ✓ Compute monthly salary and weekly casual wages
- ✓ Doubled as human resource person
- ✓ Drafting of bid documents
- ✓ Negotiation of contract terms
- ✓ Banking and bank reconciliations

COMPANY NAME REDACTED (Nov. 2011-Sept. 2020)

Executive Marketer

- ✓ Sourcing of prospective clients
- ✓ Management of existing clients, updating them on latest products and services
- ✓ Get feedback from clients and make recommendation to the company for effective and good working relationship