Ayim-odu, BUSA alphonsus

JUNIOR ACCOUNTANT | HOSPITALITY MANAGER | ADMINISTRATIVE OFFICER

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# profile

| Experienced Office Management and Administration Professional with 5 years of experience optimizing productivity, efficiency and service quality across various environments.  Highly dependable, ethical and reliable support specialist and leader that blends advanced, technical and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence. |
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# Experience

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| June 2019 – Present | ***Bookkeeper/Accountant, Delivery Geeks***  *Inhouse bookkeeper for a delivery company. Maintained financial books, tracked expenses, prepared and submitted invoices, oversaw payroll.*   * Accounts payable duties including receipt of invoices, coding for appropriate expense disbursement, data entry. * Responsible for timely monthly and annual closing by performing journal entries and reconciliations. * Providing administrative support including the preparation of spreadsheets. * Utilized the accounting software such as Intuit easy account to maintain books for all clients. * Maintained telephone and personal contact with clients and vendors on receivable matters. * Providing documentation and reports as requested and needed, including audits. * Ensuring accuracy and timely processing of all payrolls. |
| June 2017 – April 2018 | ***Administrative Officer/Fleet Officer, Tracatech IT Solution***  *Responsible for receiving and transmitting messages, tracking vehicles and equipment, documenting information.*   * Managed an average of 15 drivers and 55 trucks * Dispatched vehicles and provide load planning and customer service for all outbound freight. * Ensured all vehicle papers, government licenses, driver's licenses to be current, annual reviews, 90-day reviews and physicals were all completed on time without expiring. * Ensured all driver's licenses to be current, annual reviews, 90-day reviews and physicals were all completed on time without expiring. * Reviewed driver complaints, accidents, incidents, and observations reported to Fleet Manager. * Consistently exceeded company goals for fuel economy, routing, loading and unloading vehicles. |
| July 2015 – January 2017 | ***Assistant Hotel Manager Hi-Top Hotel and Suites***  *Overall charge of daily operations of all departments, from the laundry service all the way through to organizing corporate hospitality.*   * Prepared daily financial reports. * Prepared weekly employee schedules. * Frequently interacted with guests and sought feedback. * Worked with marketing team on efforts to increase guest bookings. * Sought to resolve conflicts in a professional courteous manner. * Answered phones and responded to email inquiries. * Assisted with new hire training sessions. * Maintained inventories of hotel supplies and prepared purchase orders. |

# ACADEMIC AND PROFESSIONAL QUALIFICATION

| Accredited Certified Chartered Accountant (ACCA) IN VIEW  NYSC Discharge Certificate 2018  Bachelor of Science in Business Administration 2016 |
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# key skills and characteristics

| * Sound Knowledge of Microsoft Office Suite (Word, PowerPoint, Excel, Access) * Sound Knowledge of QuickBooks * Background Knowledge in Tableau * Hands-On Client Relationship Management Skills * Analytical and data-driven capabilities | * Accounting Book keeping * Top-Notch Administrative Skills * Creative & Strategic Thinking * Dedication and willingness to learn new skills in a short time * Good interpersonal skills & Dependable Manpower Planning |
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# activities and interests

| Research Writing, Playing Conservative Board Games, Swimming, Cooking |
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# REFERENCES

| * Damilola Ilori   Senior Partner Delivery Geeks  09023033488   * James Ibiale   Facility Manager Tracatech IT Solutions  08179554963   * Alphonsus Ayim-Odu   Director Hi-Top Hotel  08033157120 |
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