

JIMMY EMEM OBOT

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PERSONAL STATEMENT

A Certified Graduate of Accountancy from the University of Nigeria, Nsukka looking for an Accountant position to add value and positive progression to your organization through creative contributions and devout team work.

EDUCATION

University of Nigeria, Nsukka

B.Sc Accountancy (2017)

Alimosho Senior Grammar School, Lagos.

West Africa Senior School Certificate (WASSCE) 2010

WORK EXPERIENCE

IPOSHSEAMS Fashion Designers (2017 -2020)

Accountant

RESPONSIBILITIES/ACHIEVEMENTS

Safe keeping and proper documentation of all accounting records

Overseeing office budget

Dealing with insolvency cases

Ensuring proper management of funds and regulating expenses

Processing and recording transactions

Ensuring all financial records are maintained in compliance with relevant policies and procedures

Communicating and coordinating with colleagues as necessary

Managing petty transactions

Analyzing accounts and business plans

CHUCKS LAUNDRY SERVICES (2012-2013)

Front Desk Officer

RESPONSIBILITIES/ACHIEVEMENTS

Welcome and greet customers, providing them with information regarding the services of the company

Handling inquiries, phone calls and answering them in a polite and pleasant tone

Handling customers complaints and solving them promptly

Interacts with customers to verify and check whether all services are being delivered in a proper manner

Collecting payments and posting additional charges that are incurred

PERSONAL SKILLS

Analytic

Team player

Problem solving

Impeccable

Communication

Managerial prowess

Attention to detail

Confidentiality and Objectivity

Knowledgeable in web programming language HTML

Social media management

Enthusiastic.

REFEREES

Available on Request.