

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.