

Folake Elma Johnson

KM 10 OLD LAGOS ROAD, PODO. ALADORIN IBADAN, OLUYOLE L.G.A, OYO STATE. NIGERIA.
elmajohnson90@gmail.com
07032071607

PROFILE SUMMARY

A highly organized, resourceful and performance driven professional with demonstrated success in delivering optimal service and business value in high growth environments. Proficient in taking end-to-end initiative on all facets of accounting and customer relationship engagements with minimal supervision whilst working in a team environment with multiple priorities, with ability to communicate complex and sensitive information with proven expertise, strong ability to secure reliability, increase performance and introduce operational efficiencies under stringent deadlines.

PERSONAL DETAIL

Date of Birth: August 14, 1987
Gender: Female
Marital Status: Married
Nationality: Nigerian

KEY COMPETENCIES

- Proficiency in Microsoft Office package
- Exceptional analytical, numerical and communication skills - both written and verbal
- Outstanding ability to work with clients and stake holders
- Polite, innovative and resourceful
- Exceptional management and leadership skills
- Self-motivated to work unsupervised and meeting up with stipulated deadlines

PROFESSIONAL EXPERIENCE

SUPERVISING OFFICER

MAY 2018- DECEMBER 2019

National examination council (NECO) Ibadan.

- Supervision of Exams
- Ensuring that the examination hall and students meet exam requirement
- Submission of answered booklets
- Taking daily attendance of students and ensuring orderliness in the examination hall
- Established a peaceful and serene examination center
- Eliminated any form of exam malpractice

ACCOUNTS OFFICER

August 2016 – FEBURARY 2018

Brentwood Multi Services: 232-241 Ikorodu Road Green Lotto Plaza, Anthony, Lagos State.

- Managing account operations
- Preparing monthly payroll and ensuring payment of salaries as at when due.
- Documenting all financial transactions by entering account information
- Suggesting ways to reduce cost and enhance revenue and increase profit.
- Paying vendor, billing clients and managing post due accounts.
- Reconciling bank statements and managing post due accounts.
- Managing and ensuring compliance with local, state and federal government reporting requirements
- Balancing accounts recording forms of income verifying deposit and other transactions

MARKETING EXECUTIVE

February 2016 - July 2016

Mutual Benefit Life Assurance Ltd: KFC Outlet Olori Ibipo House Plot 6, Block 1 MKO Abiola Way, Ring Road, Ibadan.

- Sales of insurance policy to interested parties.
- Seeking out new clients and explaining types of coverage they may find relevant to them
- fill-out and submit applications, issue quotes, maintain client records and prepare reports.
- In the event of a claim, help customers file and receive financial compensation for their loss
- creating a need and showing clients the reason to buy into a plan

CASHIER/SUPERVISOR

August 2013 - August 2015

Premier Lotto Plc :22 Funsho William Avenue ojuelegba. Lagos state

- Maintain records of all cash applications and account reconciliation.
- Monitor and control expenses according to budgetary guidelines.
- Manage incoming and outgoing cash effectively on a daily basis.
- Maintain accurate and complete records of all financial transactions.
- Generate and maintain account reports and documentations.
- Ensure timely resolution of queries from the public and customer

SUBJECT TUTOR (NYSC - Primary Assignment)

June 2011- June 2012

Community Secondary School: Ikot Ubok Udom, Nsit Atai, Akwa Ibom State

- Taught Business Studies, Commerce and Accounting effortlessly.
- Designed, wrote and utilized lesson plans conforming to school's curriculum.
- Implemented apt instructional and learning strategies, active materials and equipment to ensure students learn and comprehend quickly.
- Supported students in developing strategies for individual needs and classroom group dynamic.
- Used variety of teaching techniques to encourage students' critical thinking and discussion.

BRAND AMASSADOR FOR GUINNESS NIGERIA PLC

February 2009- December 2010

Stinnos Nigeria limited - Benin city, Edo state.

- Monitor stock level of the brand in that particular outlet
- Ensure projects are completed as scheduled and attain market objectives
- Educate consumers about product portfolios and complimentary services offered.
- Engage, encourage and reward customers
- Capture the sellout of the product Submit report when due
- Resolve customer's issues and needs

KEY ACCOMPLISHMENTS

- Exceeded all Key Performance Indicators [KPIs] surpassing all designated targets.
- Built customer retention and store value through outstanding technical support.
- Established good working relationships with stake holders.
- Increased company's profit by establishing strong brand representation through marketing
- Recognized for exceptional problem solving and motivational skills.
- Sold policies as deemed necessary and important
- Prepared accounts on time using different accounting software packages
- Bank reconciliation
- Prepared tax statements and returns

EDUCATION

UNIVERSITY OF NIGERIA
Masters in Business Administration (MBA)

IN VIEW

UNIVERSITY OF BENIN - Edo State, Nigeria
B.Sc. - Accounting [Second Class Lower Division]

2006 - 2010

MERIT MIXED SECONDARY SCHOOL - Delta State
Senior Secondary Certificate Examination (SSCE)

1999 - 2004

CERTIFICATION

- BSC. Accounting 2nd Class Lower
- National Youth Service Corps (NYSC)
(Discharge Certificate)
- Institute of chartered Accountants of Nigeria(ICAN)

2010

2012

IN VIEW

INTEREST & ACTIVITIES

- Reading self-help books and researching
- Writing, meditating and playing volleyball games

REFEREES

Available on request