

ABIODUN BABATUNDE ALABA

8, ALAPATA STREET, OFFICE BUS-STOP, SASA OJO IBADAN
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CAREER OBJECTIVE:

To work in an establishment where my potentials and skill will be put to optimal use in rendering a selfless service to my employer and also become an outstanding team player in a position that offers opportunity for growth and career/self-development.

EDUCATIONAL CERTIFICATES:

**The Institute of
Chartered Accountants
of Nigeria (ICAN) (in-
view)**

Student member of the Institute of Chartered Accountants of Nigeria.

**University of Lagos,
Akoka, Yaba, Lagos
(2012–2016)**

Bachelor of Science in Accounting.

**Lanlate High School,
Lanlate, Oyo State
(1993-1998)**

Junior and Senior School Certification.

WORK EXPERIENCE:

**Reconciliation Officer
(March, 2019 to date)
Logistics Company
Maryland, Lagos.**

Responsibilities:

1. Ensure loaded invoices are received from QA checker and assigned to appropriate location and driver.
2. Ensuring all items at the loading bay are loaded as swift as possible and delivered accordingly
3. Carry out reconciliation of items movement in and out of the warehouse.
4. Ensuring that the quality of all services provided meets the required standards.
5. Implementing processes that make the supply chain more efficient and organized.
6. Involved in the stock-taking process

Financial Analyst (Nov 2018 – Feb, 2019)
Alpha Partners Limited, Maryland, Lagos State.
Alpha Partners Limited is a management consulting cum investment company with two finance subsidiaries and four health maintenance subsidiaries.

Achievements:

1. Ensured account receivables and payables activities are performed accurately and timely.
2. Ensured maintenance of the general ledgers and subsidiary ledgers.
3. Managed cash controls as well as maintain book keeping up to date.
4. Reconciled bank statement with general ledgers.
5. Participated in financial audits.
6. Assisted in carrying out due diligence of potential subsidiaries.
7. Posted transactions between the parent company and its subsidiaries.

Market Monitoring Agent. (June – July 2016)
Communication Facilitators Limited
Communication Facilitators Limited is a full fledged field marketing company providing support services in field marketing services, brand activation and experiential marketing.

Achievements:

1. Monitored activities of MTN Trade Partners products in the market
2. Reported any Intra Boarder/Cross Boarder of MTN Trade Partners' products
3. Reported any Price Distortion of MTN Trade Partners' products
4. Supervision of the Activities of Kit Operators in the Field.
5. Advice Kit Operators against Improper Registration.
6. Maintaining the Kit Operators Data.

Kit Operator (Dec.2015 - March 2016)
Communication Facilitators Limited (MTN Project WINBACK)
Communication Facilitators Limited is a full fledged field marketing company providing support services in field marketing services, brand activation and experiential marketing.

Achievements:

1. Registered/Re-registered new and existing customers
2. Managed MTN subscribers' data using KYC (Know Your Customer) Smart Client App.
3. Attended and Resolve MTN subscribers' complaints
4. Activated new and existing subscribers' lines.
5. Managing the Existing Subscribers Details.
6. Review of Subscribers Data Base.
7. Validations of all Entries in the Data Base.

Monitoring Officer (July 2013 – June 2015)

**University of Lagos
Human Resources
Development Centre**

The main thrust of HRDC's activities is to provide increased access to quality human capacity development, which is vital for the nation's rapidly developing economy.

Achievements:

1. Analysed PMIS (Attendance Sheet) using daily analysis form from HRDC.
2. Report PMIS daily analysis to the Head Monitoring and Marketing HRDC.
3. Report Faculty lecture assignments commencement throughout the session.
4. Any other duties that may be assigned from time to time by the Director.

SKILLS AND ABILITIES:

1. Knowledge of. Bankone
2. Knowledge of. QuickBooks
3. Good Accounting and Administrative Skills.
4. Good inter-personal and communication skills.
5. Highly analytical and detailed minded.
6. Self-motivated and goal/result oriented.
7. Fast learner with ability to work with little or no supervision.
8. Computer literacy.

PERSONAL DATA:

Gender:	Male
Nationality:	Nigerian
State of origin:	Oyo State
Local Govt Area:	Ibarapa East
Marital status:	Married
Languages spoken:	English and Yoruba

INTERESTS/HOBBIES:

Reading, Logical thinking and interacting with people, music and sports

Referees will be available at your request.