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SALIU, MUMINI ALANI

- Profile:** Solid working experience as an administrator in many reputable organizations with strong human relation skill, tactful and highly innovative and a greater listener.
- I am a problem solver with an ability to adapt to new situations, quick learner with a desire for continuous personal growth.
- Great team member and unequalled team leader. Reliable, hardworking, intelligent and dedicated team player who works well under pressure, I have sound computer knowledge (like: office, AMS, PMS, HMS, SAGE TALLY e.t.c) pleasing personality with great oratory power.
- Objective:** Achieve benchmark milestone in life by setting pace and making intelligent innovations.
- Research:** Corporate Governance and Organizational Growth in Nigeria Telecommunication Industry.
Impact of promotion as a major tool in improving Organizational Productivity
Role of Personnel Management as a means of Improving Organizational productivity.
- Awards:** Best Staff: An award issued by Elion House Hotel Ikoyi Lagos.
- Experience:** March 2016 till date. United integrated Construction Limited . Dolphin Estate Ikoyi Lagos.
Accountant
Job description:
- Posting of daily transaction e.g (petty cash, contract voucher, journal, central voucher e.t.c)
 - preparing of daily report and management report
 - suppliers report for payment and contractors
 - etc.
- November 2014 till October 2015. Ogbere Community High School Idi-Osan Ibadan. (NYSC PPA)
Class Teacher
Job description:
- Creation of lesson note for the students
 - Conduction of continuous assessments and exam
 - Social Responsibilities etc

May, 2008 till December, 2011. Elion House Hotel, Ikoyi Lagos.

Account Assistance

Job description:

- Preparation of cash analysis for previous day transactions.
- Passing of Journal Voucher cum Preparation of customer bills for summation.
- Passing of SRR and SRV into the stock etc.

July, 2004 till November, 2005. Landrace Food & Agro Allied Product, Ajah Lagos.

Account Clerk

Job description:

- Inventory monitoring (i.e stock-in cum stock-out)
- Sales personnel e.t.c

Date of Birth: 10th October, 1986

Marital Status: Married

Academic

Qualification: Higher National Diploma in Business Administration and Management, (Upper Credit 2014), Federal Polytechnic, Ede Osun State, Nigeria.

Higher Diploma in Business Administration and Management, (Lower Credit 2009), Olabisi Onabanjo University, Ogun State, Nigeria.

Ordinary National Diploma in Business Administration and Management, (Lower Credit 2007), Federal Polytechnic, Ede Osun State, Nigeria.

Reference: Mr. Manohar Bhat, Chief Financial Officer, Elion House Hotel
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