**CAJETAN EKENE MBISIKE**

No 6, Demola Oshodi Street,Iba, Lagos

08178268772, 08160213971

ekenscajetan@yahoo.com

**CAREER OBJECTIVES**

To obtain an Accountant position by adding value through utilizing my superior knowledge, prospecting and calculation abilities in the business.

**PERSONAL DATA**

DATE OF BIRTH: 14th October 1982

SEX: Male

MARITAL STATUS: Married

**SKILLS**

Detail Oriented

Excellent communication and organizational skills

Proficient

Able to work without supervision

Able to carry out assigned duties effectively

Hard working and reliable

Good Team Player

**EDUCATION**

2011 Rufus Giwa Polytechnic, Owo, Ondo State

Higher National Diploma in Accountancy

2006 Ondo State Polytechnic, Owo, Ondo State

Ordinary National Diploma in Accountancy

2003 Comprehensive Sec. Voc. School Ikwuano

National Business and Technical Examinations Board

**WORK EXPERIENCE**

**General Manager *Present***

***SIR-NEB AGAIN NIGERIA LIMITED***

***Responsibilities:***

* Managed the company turnover/purchases by Ojo Lagos
* Ensured stock, purchases and sales are recorded using Peachtree Accounting in all branches.
* Supervised Online daily payments by customers.
* Implemented appropriate and necessary systems, strategic action-plans and control required to improve general operations.

**Office Accountant** *2013– 2014*

***MoonLight Nigeria Limited, Lagos***

***Responsibilities:***

* Stock control and reconciliation
* Ensured that daily stock are ready
* Monthly reconciliation of bank statement
* Ensured daily accurate turnover/sales
* Measured and matched figures from source document
* Balanced both purchased goods from customers and credit sales

**Supervisor** *2012-2013*

***Sunlight Resources Nig. Ltd***

***Responsibilities:***

* Stock control and reconciliation (Warehouse Dept)
* Ensured daily keeping of accurate stock
* Arrangement of goods in various beats

***Human Resources Dept***

* Maintenance of staff register, payments of allowances, wages and overtime
* Monthly purchases of stationeries and
* Toiletries for factory use and issue of materials to staff. Payment of Fuel Top up (total fuel card)

**COMPUTER SKILLS**

Microsoft Word and Excel. Proficient in Fox Pro and Peachtree accounting software.

**HOBBIES**

Reading, Travelling and making friends.

**REFEREES**

On request