**PAMMA, GEORGE GYANG**

c/o 9, Udo Udoma crescent, +234 8037019392, +234 8090161444

Asokoro, Abuja. - [pammageorge@ymail.com](mailto:pammageorge@ymail.com)

Nigeria - [pamma@unhcr.org](mailto:pamma@unhcr.org)

**OR** c/o Modesty court, P.O.BOX 6802, Anguldi, Jos. Nigeria **Date of Birth**: 9th march, 1984

**Nationality**: Nigerian **Marital status** – Married (Dr. Simi George Pamma)

**State of Origin**: Plateau state **Place of Birth** – Bauchi State, Nigeria

**Local Government Area:** Jos south

**EDUCATIONAL BACKGROUND**

* M.SC Economics ( *specialization: Quantitative Finance***), Peking University, HSBC Business school, china - 1st Class Honors 2011 - 2013**
* National Youth service Corp (**N.Y.S.C- CERT:A001577232) FCT, Abuja 2010 – 2011**
* B. Sc Business Management (specialization: Business strategy – cert: 050564) **University of Jos. Plateau state, Nigeria – 2nd class Lower 2004 – 2008**
* I.T Essentials, CISCO regional academy(specialization: PC hard & software**) University of Jos, plateau state, Nigeria 2007**

**CAREER SUMMARY**

CBT

**COMPETENCY SKILLS**

Natural drive for results Good Interpersonal communications skills

Team Player Flexibility/ multi-tasking potentials

Embracing Diversity Honest and Trustworthy

**SPOKEN LANGUAGES**

ENGLISH (A), HAUSA (A), BEROM (B+)

**HOBBIES**

Traveling, driving, watching movies and reading novels

**SCHOLARSHIP/ VOLUNTEERING/MEMBERSHIPS**

* Partial Scholarship - Peking University to study Quantitative Finance. China 2011 – 2013
* Member, Institute for Policy studies, USA
* Member, Chartered Institute of Taxation in Nigeria.(CITN)
* Member, Philosophy Research Network, Rochester, New York.
* International Volunteer - Asian Global Dialogue by FUNG global institute (Hong Kong/Shenzhen) 2012.

**SHORT COURSES**

* Academy for Entrepreneurial Studies Nigeria, Programme on project Development and management (Membership: A.AES - 0602) 2007
* Nigerian Federal Ministry of Information and Orientation in Collaboration / UNICEF’s workshop on Programme management among civil Society groups 2008

**SPECIAL RESEARCH INTERESTS**

* Financing development : opportunities and challenges
* Identifying Loopholes in fiscal and monetary policies towards managing development in economies.
* Causes and solutions of Low income countries under stress (LICUS)

**PAPERS**

* Employee productivity and leadership styles in an organization - Case study of Jos International Breweries-JIB April 2008
* Editor in chief, ZALSA DIGEST, maiden publication 2008
* Editor in chief, ‘’The Living Sword magazine’’ maiden edition 2009
* Author‘’Foreign aid and the role of African cultural diversity towards economic development’’ 2013
* Author,The future of Microfinance in Nigeria Working paper
* Contributing Editor, Nanyan News Agency, china 2013

**WORK EXPERIENCE**

**ADMINISTRATIVE MANAGER– Sheron, Process. Nigeria Jan 2008 - 2010**

* Responsible for tasks delegated by the CEO.
* In-charge of product marketing and operation in marketing department
* Providing support to the CEO in the planning and executing of all complex activities and tasks. Doing this by highlighting the impact, risks and consequences of any managerial decisions
* Generate possible alternatives and different perspectives to business problems.
* Creating a constructive environment and organizing brainstorming sessions where ideas can be generated from all involved stakeholders.
* Also responsible for building goodwill & loyalty of customers.
* To assist with all Finance and administrative related functions which entails payments of entitlements, maintenance of numerous record files, visa renewal, supplies and logistics support , Allowances payments, travel arrangements, as well as drafting reports as maybe required after assignments.
* Responsible for organization’s fleet Management.
* Maintain up to date data base of finance/ admin and human resource records.
* Perform all other activities that may be assigned by the Direct Supervisor.
* Responsible for the tasks delegated by CEO/Chairman

**ADMIN AND FINANCE ASSISTANT - Astute Capital and Trust Nigeria (NYSC) 2010 – 2011**

* Responsible for the tasks delegated by the Chief Financial Officer.
* Ensuring high levels of customer satisfaction through speedy payments of entitlements
* Superb oral and written communication skills.
* Flexible, open to ideas and willing to learn.
* Giving advice, guidance and support on all financial matter to the company directors.
* Identifying areas for cost cutting and improvement.
* Search office files and records relating to a variety of topics for information and reference.
* Select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or Programme plans and general reference documents;
* Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records.
* Draft correspondence and reports, as required, on general administrative or Specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential

**SENIOR ADMINISTRATIVE ASSISTANT – United Nations High Comm. for Refugees, Nigeria Sept 2013 – March 2014**

* Facilitate various official missions of UNHCR staff and other persons of concern to UNHCR;
* Prepare attestations and certificates required by the staff members for signature of senior officer;
* Assist in processing MIP and various other claims by UNHCR staff and other clients of UNHCR ;
* Any other responsibilities/functions deemed necessary or as delegated by the Head of the office and/or Supervisor in order to meet the level of the services in the organization
* Assist in interpreting and processing of entitlements, issuance of contracts and maintenance of various personnel records and files;
* Attend meetings on day-to-day admin matters; administer the movement of UNHCR staff members and monitor their attendance records, leave plans, overtime and visa requirements.
* Search office files and records relating to a variety of topics for information and reference. Select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or Programme plans and general reference documents;
* Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records.
* Responsible for organization’s fleet Management.
* Assist in administrative formalities related to travel arrangements and issuance/ renewal of visas, licenses, travel arrangements and other similar documents;
* Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential;
* Arrange appointments and maintain supervisor's calendar, receive visitors, place and screen telephone calls and answer queries with discretion; Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps;
* Assist the management to organize and run UNHCR Office and Residential (wherever applicable) compounds
* Performs other duties as required or directed by my supervisor/superior.

**SENIOR ADMIN/ FINANCE ASSISTANT – United Nations High Comm. for Refugees, Nigeria**

**March 2014 – April, 2017**

* Administer, support and monitor the financial system in order to ensure that B.O Abuja and F.O Lagos and S.O Bauchi offices finances are maintained in an accurate and timely manner.
* Assist with preparation of the budget and Petty cash procedures.
* financial policies and procedures
* Establish and maintain cash controls
* Prepare and reconcile monthly bank statements and reports
* Establish and maintain supplier accounts
* Processes supplier vouchers/Payments
* Responsible for organization’s fleet Management.
* Maintain the purchase order system
* Ensure data is entered into the system on MSRP accurately
* Issue cheques for all accounts due or authorized.
* Ensure security for all cheques and verify charges
* Ensure transactions are properly recorded and entered into the computerized MSRP accounting system.
* Represent and present UNHCR’s position on UN Nigeria, operations manager’s team (OMT)
* Performs other duties as required or directed by my supervisor/superior/Country representative

**ASSISTANT ADMIN/ FINANCE OFFICER (NOA) – United Nations High Comm. for Refugees, Nigeria**

**April, 2017 – To Date**

* Administer, support and monitor the financial system in order to ensure that B.O Abuja and F.O Lagos and S.O Maiduguri offices finances are maintained in an accurately timely manner.
* Delegates operational functions
* Assist with preparation of the budget and Petty cash procedures.
* financial policies and procedures
* Establish and maintain cash controls for the entire Nigerian operation.
* Assist in recording of all UNHCR Guest house transactions.
* Prepare and reconcile monthly bank statements and reports
* Establish and maintain supplier accounts
* Processes supplier vouchers/Payments
* Maintain the purchase order system.
* Responsible for the operation’s fleet Management.
* Assist with assets verifications and maintenance for the operation.
* Ensure data is entered into the system on MSRP accurately
* Issue cheques for all accounts due or authorized.
* Ensure security for all cheques and verify charges
* Ensure Receivable transactions are properly recorded and entered into the computerized MSRP accounting system.
* Represent and present UNHCR’s position on UN Nigeria, operations manager’s team (OMT)
* Performs other duties as required or directed by my supervisor/superior/Country representative

**PROFESSIONAL ABILITIES**

Providing focus and direction to colleagues towards decision making and problem solving. Work scheduling that improves employee performance and reduces absenteeism and stress. People management, Cost control, budget control and financial management, Motivating employees to do better with accuracy and attention to detail. My ability to work as part of a team with proficient in Windows Environment, Microsoft word, Computer Hardware Assembling and disassembling, Software installations and Navigations abilities.

**EXPERIENCE AND SKILLS**

Microsoft word and Excel, IPSAS, Hardware and Software applicability and Navigations, Stata (10, 11 and 12), Microsoft power-point, Microsoft project professional (MPP). Knowledge of spreadsheet and database packages experience in handling of web based management systems and ERP financials.

**REFEREES**

**Yamawaki Kohmei Assoc. Prof. Young Joon Park**

Finance Officer (CBT), WFP Director, Curriculum Management and International

Thailand HSBC Business School, Peking University Room 403,Building C

+66 63197 7832 University Town, Nanshan District, Shenzhen, 518055, China

[yamawaki@wfp.org](mailto:yamawaki@unhcr.org) +86 18675559894 yjpark@phbs.pku.edu.cn

**Prof. Vincent Chang Brigitte Eno Mukanga**

Dean / CEO Business School, Deputy Country Representative

Peking University HSBC Business School, UNHCR, Abuja, Nigeria

Shenzhen, China +234 8090359398

[vchang@phbs.pku.edu.cn](mailto:vchang@phbs.pku.edu.cn) eno@unhcr.org