

Name: <b>Samuel Etim</b>			
Specialty: Supply Chain Management, Inventory Management, Financial Accounting, Audit & Compliance, and Data Analysis			
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Academic qualifications:			
Institution	Start Date	End Date	Degree Obtained/Expected
Enugu state University of Science and Technology, Enugu	October, 2001	July, 2002	PGD, Accounting
Federal polytechnic, Nasarawa	October, 1995	December, 2000	HND, Accounting
Trainings/Certifications:			
Course	Organizers	Date	Certificate Obtained
Data Analytics Bootcamp (Excel, MySQL, Tableau, BI)	Analyst Builder	December 2021	Certificate of Completion
Warehouse Management Fundamentals	Alison	July 2020	Certificate of Completion
Project Management in Global Health	University of Washington	September 2019	Certificate of Completion
Logistics Management for Health Commodities	USAID   DELIVER PROJECT	June 2015	Certificate of Completion
Health, Safety and Environment	Nigerian Institute of Safety Professionals (NISP)	April 2010	Certificate of Completion
Skills:			

Financial Reporting

Contract Negotiation and vendor management

Budgeting and forecasting

Tax planning and filing

Operations and administration

Compliance and Regulatory Knowledge

Data analysis and visualization (Excel, MySQL, Tableau, Power BI)

Inventory Management

Computer literacy (Word, Excel, Power Point, Sharepoint)

Ability to work independently

Ability to work under pressure and deliver project task within timeline

A team player with excellent interpersonal skills Attention to details

Strong analytical and problem-solving skills

Excellent technical writing and oral presentation skills.

**Membership in professional associations:**

- Association of National Accountants of Nigeria (CNA)
- Nigerian Institute of Management (NIM)

Language	Reading	Speaking	Writing
<i>English</i>	<i>Advanced</i>	<i>Advanced</i>	<i>Advanced</i>
<i>Ibibio</i>	<i>Mother Tongue</i>	<i>Mother Tongue</i>	<i>Mother Tongue</i>
<i>Hausa</i>	<i>Intermediate</i>	<i>Intermediate</i>	<i>Intermediate</i>
<i>Igbo</i>	<i>Intermediate</i>	<i>Intermediate</i>	<i>Intermediate</i>

**Professional experience:**

<b>Date</b>	<b>August 2020 to Date</b>
<b>Employer</b>	<b>African Leverage Building Material LTD</b>
<b>Position</b>	<b>Procurement Officer</b>
<b>Location</b>	<b>Kubwa, Abuja. FCT.</b>
<b>Description of Duties</b>	<p><b>Commodity management and Logistics:</b></p> <ul style="list-style-type: none"> <li>• Create and maintain relationships with vendors/suppliers. This allows us to negotiate favorable terms and foster a collaborative partnership that led to a 10% improvement in supplier performance and reliability.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain and update a list of suppliers, this enabled us keep accurate records of active vendors.</li> <li>• Draft and appropriate service level agreement to properly evaluate the performance of suppliers. Evaluation is carried out monthly and defaulters are penalized for breach of agreement and suffer financial loss.</li> <li>• Responsible for order placement timing, supply alignment and material replenishment. We successfully navigated a difficult transportation system and were able to reduce lead times</li> <li>• Estimate and establish budgets for purchases. In collaboration with the sales team, we are able to analyze the monthly sales figures to determine the order quantity.</li> <li>• Control and monitor expenses against approved budgets. This is achieved by strict authorization and direct negotiation with vendors.</li> <li>• Payment terms negotiation, optimization and management. This is achieved by timely settlement of obligations as they fall due and proactively engage in the event of a failure.</li> <li>• Reconcile or resolve order discrepancies with supplies. This we achieve on same day the items are supplied as a result of on-the-spot verification, the loss is past to the supplier.</li> <li>• Carry out weekly asset stock take and verification. This is to enhance inventory accuracy thereby reducing discrepancies.</li> </ul>
<b>Date</b>	<b>April 2018 - August 2020</b>
<b>Employer</b>	<b>Suburban Fiber Company Ltd</b>
<b>Position</b>	<b>Supply Chain Manager</b>
<b>Location</b>	<b>15 Bangui Street, Wuse II, Abuja.</b>
<b>Description of Duties</b>	<p><b>Planning, Coordination, Procurement, Logistics, Inventory Management, Warehousing, Distribution:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement policies, procedures, tools, and guidelines to ensure effective and efficient procurement processes in the company and to assure seamless procurement services.</li> <li>• Make relevant recommendations on supply chain strategy, after a holistic analysis of available information.</li> <li>• Ensure that procurements teams are fully aware of organization's supply chain strategy across the organization, and communicate my expectations for the team.</li> <li>• Perform training across the department in supply chain, fostering a culture of innovation and continuous improvement.</li> <li>• Seek, evaluate and recommend reliable vendors or suppliers to</li> </ul>

	<p>provide quality goods or services at reasonable prices. Engaged and signed supply agreement with 3 overseas and 4 local suppliers in 2020.</p> <ul style="list-style-type: none"> <li>• Develop and maintain strong working relationships with suppliers, contractors and other partners within the procurement services chain to create partnerships that add value</li> <li>• Negotiate prices, lead times and other contractual terms with suppliers in Nigeria and other parts of the world as may be required.</li> <li>• Work with department managers and other staff to forecast demand of procurement services and to ascertain that goods are received as ordered and payments processed only for certified confirmations of deliveries or services.</li> <li>• Budget, report and analyze procurement costs to ensure high visibility and control of procurement-related expenses.</li> <li>• Coordinating telecommunication systems installation projects for multiple businesses and clients, ensuring timely delivery of materials to project sites.</li> <li>• Collaborate with the COO to implement and automate the supply chain management system, enhancing visibility, streamlining processes, and reducing order processing time by 30%.</li> <li>• Oversee the expansion of global logistics operations, successfully navigating complex international regulations and unforeseen freight charges and duties, locally having to navigate through difficult terrain and mishaps to deliver service to our customers thereby reducing lead times by 15% across borders.</li> </ul>
<b>Date</b>	<b>July 2016 - March 2018</b>
<b>Employer</b>	<b>Amedu Onekpe &amp; Co. (Chartered Accountants)</b>
<b>Position</b>	<b>Associate - Audit</b>
<b>Location</b>	<b>Suite A4, AMMA Centre, 1400/1401 Oro Ago Crescent, Garki II, Abuja. FCT.</b>
<b>Description of Duties</b>	<p><b>Audit, Assurance and Compliance:</b></p> <ul style="list-style-type: none"> <li>• Conducted comprehensive financial audits, ensuring compliance with GAAP/IFRS standards, identifying discrepancies, and providing recommendations.</li> <li>• Implemented improved audit procedures, enhancing efficiency and reducing the time required to complete audit cycles, resulting in increased productivity.</li> <li>• Assist in obtaining all necessary audit working papers and documentation including researching and documenting facts and findings</li> <li>• Fostered strong client relationships, serving as a key point of contact, addressing inquiries, and resolving issues promptly, resulting in client satisfaction.</li> <li>• Assisted in ensuring adherence to regulatory requirements, conducting thorough reviews that led to zero compliance violations and minimized</li> </ul>

	<p>audit risks.</p> <ul style="list-style-type: none"> <li>• Collaborated effectively with cross-functional teams, contributing to multidisciplinary audit projects, fostering knowledge sharing, and achieving project milestones within deadlines.</li> <li>• Utilized data analytics tools to analyze financial data, identify trends, and prepare detailed reports, enabling data-driven decision-making and strategic recommendations.</li> <li>• Actively participated in trainings, and received guidance on audit methodologies and technical skills, contributing to my professional development and growth.</li> <li>• Assisted in risk assessment processes, identifying potential risks and implementing effective controls, contributing to the mitigation of audit risks</li> <li>• Engage in ongoing professional development, staying updated with industry standards, regulations, and best practices, enhancing audit methodologies and knowledge base.</li> </ul>

<b>Date</b>	<b>June 2012 – June 2014</b>
<b>Employer</b>	<b>Suburban West Africa Ltd</b>
<b>Position</b>	<b>Head Admin/Procurement Services</b>
<b>Location</b>	<b>30 Blantyre Street, Wuse II, Abuja</b>
<b>Description of Duties</b>	<p><b>Admin services and Procurement:</b></p> <ul style="list-style-type: none"> <li>• Keep an account of the documentation details and every kind of information relating to products, support, inventory and cost of the company.</li> <li>• Monitor the work of back office personnel and supervise the performance of assistants, trainees, clerks, and other members of the organization.</li> <li>• Maintain strict adherence to internal policies and internal controls within the organization.</li> <li>• Prepare and review operational reports and schedules to ensure accuracy and efficiency.</li> <li>• Ensure that RFQ/P is sent out to vendors and quotes gotten</li> <li>• Preparation of procurement documents; authority to incur expenditure, quotation and purchase order and submitting same for authorization.</li> </ul>

	<ul style="list-style-type: none"> <li>• Comply with and maintain knowledge of procurement policies and procedures of the organization</li> <li>• Prepare and maintain purchasing records, reports and price list</li> <li>• Preparation of weekly and monthly procurement tracking sheet</li> <li>• Follow up with vendor and shipping company on timely delivery of shipment/services</li> </ul>
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<b>Date</b>	<b>March 2009 – May 2012</b>
<b>Employer</b>	<b>Suburban West Africa Ltd</b>
<b>Position</b>	<b>Inventory Officer</b>
<b>Location</b>	<b>30 Blantyre Street, Wuse II, Abuja. FCT</b>
<b>Description of Duties</b>	<p><b>Inventory Management &amp; Warehousing:</b></p> <ul style="list-style-type: none"> <li>• Assess and organize logistics in terms of transport requirements, receipt, handling, storage and distribution of telecom equipment and establish proper warehousing and recording systems, plan future capacity requirement;</li> <li>• Ensure the company policies on warehousing and inventory management is understood by staff and strictly adhered to.</li> <li>• In cooperation with Supply Management Services, prepare for receipt of international shipments, and liaise with competent authorities for freight charges and the timely delivery of equipment to the warehouse and project sites;</li> <li>• Carry out confirmation to ensure that equipment forwarded to projects has been received and properly accounted for at their destinations, and in case of loss or damage follow up with clearing agents and shipping companies in liaison with Supply Management Services;</li> <li>• Maintain standards of health and safety, hygiene and security in the work environment</li> <li>• Keep stock control systems up to date and make sure inventories are accurate</li> <li>• Supervise the input and update of warehouse and inventory data in the automated system</li> <li>• Produce regular reports and statistics on a weekly and monthly basis</li> </ul>

<b>Date</b>	<b>November 2006 - February 2009</b>
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<b>Employer</b>	<b>GistMe Communications Ltd</b>
<b>Position</b>	<b>Financial Accountant</b>
<b>Location</b>	<b>20 Jimmy Carter Street, Building B, Asokoro, Abuja. FCT.</b>
<b>Description of Duties</b>	<p><b>Accounting, Reporting, Payables and Receivables:</b></p> <ul style="list-style-type: none"> <li>• Prepare profit and loss statements and monthly closing accounting reports using QuickBooks</li> <li>• Produce monthly bank reconciliation for five accounts and resolve account variances</li> <li>• Process expense reports, advances and retirement, prepare vouchers, review receipts and payment requests before payments.</li> <li>• Ensure that accurate and complete accounting and internal control systems are functioning and complied with</li> <li>• Prepare, analyze and review budgets and expenditures</li> <li>• Monitor project budgets in accordance with approved work plan activities</li> <li>• Supervise the input and handling of financial data and reports for the company's automated financial system</li> <li>• Process statutory tax; CIT, VAT and PAYE</li> </ul>
<b>Date:</b>	<b>June 2002 - October 2006</b>
<b>Employer:</b>	<b><i>Dorben Polytechnic Ltd</i></b>
<b>Position held:</b>	<b><i>Accountant</i></b>
<b>Location:</b>	<b><i>Bwari, Abuja, Nigeria</i></b>

<b>Description of Duties</b>	<b>Accounting, Reporting, Payables and Receivables:</b>
	<ul style="list-style-type: none"><li>• Data verification and Bank reconciliation for three banks</li><li>• Preparation of monthly revenue and expenditure budget</li><li>• Raising vouchers and cross-checking invoices before taking same for approval</li><li>• Preparation of Financial records and making same available for audit</li><li>• Preparation of staff payroll and entitlement</li><li>• Lecture financial accounting and store keeping</li><li>• Ensure compliance with the institutions finance policy</li><li>• Recovery of debt (outstanding school fees) from students</li></ul>
<b>Referees:</b>	
Available on Request	

- Data verification and Bank reconciliation for three banks
- Preparation of monthly revenue and expenditure budget
- Raising vouchers and cross-checking invoices before taking same for approval
- Preparation of Financial records and making same available for audit
- Preparation of staff payroll and entitlement
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- Ensure compliance with the institutions finance policy
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Available on Request