**KINIKANWO PRECIOUS ABRAHAM**

: +2348030516119, : [kini22002@yahoo.com](about:blank)

**PROFESSIONAL SUMMARY**

I am a competent, organized, and outgoing individual with a strong work ethics and exceptional communication skills. I can work independently, and my good interpersonal relationship skills make me a valuable addition to any team.

**WORK EXPERIENCE**

**(GOSL. Nigeria Limited) Administrative Assistant** March-Sept. 2018

* Provide general office and administrative support including processing and providing information, preparing correspondence and a variety of report generation.
* Planning and coordinating of meetings, and events.
* Assist with managing the company’s vendors’ and suppliers’ process.
* Issuance of purchase orders and keeping records of purchase orders issued.
* Handle payment of Rivers State taxes/levies and collection of treasury receipts.

**(GOSL. Nigeria Limited) HR/Admin. Officer** Oct. 2018 till date

* Assist in determining staffing numbers, skills that meets the company’s needs.
* Establish and maintain contacts with staff, clients, and the public.
* Assist in analyzing the skills and qualities required for each job and develop job descriptions.
* Assist in advertising staff vacancies, assessing applications and preparing reports.
* Maintain personnel records relating to wages, leave and training.
* Organize employee welfare services.
* Developing and implementing policies on working conditions, performance management, and disciplinary procedures.
* Assist employees with work matters, career development, and personal challenges.

**(Caranda Management Services) Teller** 2009 till 2011

* Cash receipts.
* Cash payments.
* Cheque receipts.

**(Unity Bank Plc) Customer Service Officer** 2011 till 2014

* Account Opening for customers and staff.
* Status reports and enquires on customers.
* Amendment of account control parameters
* Amendment of basic account information (KYC)
* Custody of customers files and registers
* Processing of search reports
* Processing of cheque book requests
* Issuance of cheques
* Account closure.
* Displaying of bank product fliers.
* Sale and processing of E-card products
* Statement of account rendition
* Account reactivation.
* Processing of letter of administration.

**(Unity Bank Plc) Cash Officer and ATM Custodian** 2014 till 2015

* Overseeing cash receipts and payments by tellers
* Ensure that tellers and branch have adequate cash.
* Ensure that excess over branch limit is retrieved at intervals.
* Balancing of the vault.
* Sending of reports on branch cash position to head office daily.
* Supervision of cash movements
* Balancing of vault cash register.
* Evacuation of excess cash to CBN.
* Requisition of cash.
* Loading cash into the ATM machine.
* Retrieval of trapped ATM cards.
* Retrieval of trapped cash.
* Sorting of clean notes for the ATM.
* Balancing the ATM account daily.

**(Corpus Christi College-NYSC) Biology Teacher** 2008

* Making of lesson notes
* Marking and grading of student’s scripts
* Organizing experiments in the laboratory.

**EDUCATION QUALIFICATIONS**

Rivers State University of Science and Technology 2000-2006

[Analytical Chemistry] (B. Sc)

Odegu Community Secondary School (WAEC) 1993-1999

Seabed Model Primary School (FSLC) 1986-1991

**PROFESSIONAL TRAININGS/CERTIFICATIONS**

Understanding Core HR Processes (Chartered Institute of Personnel Management-CIPM)

HR Metrics and Analytics (Chartered Institute of Personnel Management-CIPM)

Human Resources Business Partner (Philip Consulting Limited)

Enhancing Service Delivery & Administrative Excellence (Joefine Consultants)

Purchasing Management & Cost Saving Technique (MC Timothy Associates)

Workshop on talent management and succession planning for organizational sustainability. (ITF)