**BILHATU DANIEL**

Behind Karewa Secondary School, Karewa Maskare, Jimeta, Adamawa State. **Phone:** 07039274009 **e-mail:**rbilhah@gmail.com **twitter:** @rbilhah **Skype**: Bilhah Reuben. **Sex:** Female. **Date of Birth:** February 01, 1988. **State of Origin**: Adamawa. **Local of Original**: Yola North

**EXPERIENCE**

**Administrative Officer**

CHILDREN’S EVANGELISM MINISTRY INTERNATIONAL--------------------------2016-2019

* Serve as the express image of the organisation
* Coordinate the administrative function of the organisation
* Handling the organisation relationships, payroll, benefit and Training.
* Responsible for recruiting, Screening, and placing of workers
* Maintaining employee and general office records
* In charge of camp supervision
* Participate in cancelling and Training
* Maintenance of office imprest
* Perform other duties as may be assign by supervisor

**Finance Assistant**

RURAL EMPOWERMENT AND ACCELARATION PROGRAM (REAP) ---------------------2012-2016

* Maintaining of office imprest
* Assist in budget preparation, evaluating targets with actual results
* Preparing request for payments
* Assist in preparing and reviewing financial reports for donors and regulators
* Filling and indexing of all financial records
* Support reviewing of implementing partners financial report
* Prepares other work that may be assigned by Head of finance
* Assist in evaluating projects spending and disbursement of funds
* Monitoring cash transfer program

**EDUCATION**

**HND SECRETARIAL STUDIES** from Federal Polytechnic Kaura-Namoda—-------2010

**OTHER CERTIFICATES UBTAINED**

* Certificate in Desktop Publishing and Spreadsheet Accounting------------2006
* Certificate in interprenual and skills Development-------------------------2015
* Anti-corruption volunteers corps (ICPC/NYSC CDS Group)--------------2011/2012
* Currently undergoing Professional Diploma in Education----------------2020

**SKILLS**

* Work with Speed and Accuracy
* Skilled administrator and time management
* Ability to coordinate Men, Money and Material.
* Fast listener
* Excellent listener
* IT Litrate

**HOBIES**

* Traveling
* Teaching
* Organising
* Running
* Reading

**REFFEREES**

Flt Lt (Rev) DS Johnny

Chaplain

Nigerian Airforce Protestant Church

NAF Base Yola

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David Dodo Nache

Accountant (Head of Finance)

REAP

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Reuben Nache

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Jimeta-Yola

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