**ARUMONA JAMES INNOCENT**

 ***Date of Birth: 26th November 1987***

 ***Address:*** *Fountain Estate, Near Air force hospital, Airport Road, Kano.*

 ***Tel:*** *07030921071*

 ***Email:*** ***aj.innocent@yahoo.com***

**Career Summary**

To achieve excellence in an organization by meeting targets with the resources provided within the time of stipulation with the use of my technical, analytical and administrative knowledge which encompass experience. However, with both practical experience and demonstrated success, I have the drive and the talent to quickly become one of your top performers. Education and work experience have provided for me competencies.

**Working background**

2012-date

Access Bank Plc.,

No 146, Muritala Mohd way, Branch, Kano state.

Department/ Responsibilities:

* ATM reconciliation.
* Fund Transfer
* Processing of clearing cheques.
* Processing of Manager’s cheques/Bank Draft.
* Processing of customer salary and posting same to their respective accounts.
* Liquidation of western union/ Money Gram (send/ received)

**EDUCATION AND QUALIFICATION**

**2018-2020: MBA in Finance and Investment (in view)**

 Dangote School of Business, Bayero University, Kano

**2017-2018: Postgraduate in Management (PGD)**

Dangote School of Business, Bayero University, Kano

**2011 – 2013 Higher National Diploma (UPPER CREDIT)**

Business Administration and Management,

 Kano state polytechnic, Kano

**1998 – 2004: Senior Secondary School Certificate**

 Army Day Secondary School, Bukavu Barrack, Kaduna.

**1992 – 1997: First School Leaving Certificate**

 Haneef International Nursery and Primary School,

 19 Street Shagari Quarter, Kano.

**WORKING EXPERIENCE**

2009 – 2012 Zin Investment Nigeria Limited,

 No. 1A Civic Centre, Kano.

 *Post:* Assistant Accountant

2004 – 2008 Savems International Nursery and Primary School,

 Hausawa Sabon Titi, Kano.

 *Post:* Assistant Headmaster

**OTHER INFORMATION**

Languages: English, Idoma, Hausa.

**PERSONAL SKILLS**

* Confident, self-motivated and goal oriented
* Ability to work proficiently with computer application packages such as; Ms Word, Ms Excel,
* Proficient in Internet Browsing
* Quick at acquiring and adopting new skills.
* Good teamwork ability.

**HOBBIES:** Reading, Writing and Playing Chess,

**REFEREES**

**Alh. Zubairu M. Borodo**,

CEO

Zaz Holding Limited, Abuja.

08032032980.

**Mr. Adamu Momohsanni,**

Central Bank of Nigerian

Abuja Branch.

08036873391

**Mr. Saheed Shitu**

Relationship Manager,

Access Bank plc,

Bello Road Branch, kano.

08053207492