**EZEBUIRO IKENNA NNAEMEKA**

**CONTACT:**  +234 (0)7064769446 | ssolution@rocketmail.com

**ADDRESS:** No 68, Zone 7 Dawaki Road, Duste Alhaji, FCT, Abuja

**BIO DATA:**

* Sex: Male
* Date of Birth: 16th Oct, 1989
* State of origin: Abia State
* Marital Status: Single
* Religion: Christianity
* Nationality: Nigerian

**PROFESSIONAL SUMMARY:**

* Experience in Administrative duties
* Experienced in Financial Management
* Experienced in Management Information System
* Experienced in Business Intelligence
* Ability to think critically and practical solve problem

**EDUCATION:**

* BSc. Accounting, Caritas University Amorji-Nike Enugu State  *- 2011*
* WAEC & NECO, Government College Umuahia, Abia State *- 2006*
* First School Leaving Certificate., Afugiri Primary School, Umuahia, Abia State *- 1999*

**EXPERTISE/ SKILLS:**

* Accounting- Preparation of Cashbook, Income Statement, Bank Reconciliation Statement & Balance Sheet
* Budget preparation and Management
* Office Administration
* Research Support

**TECHNOLOGY SKILLS:**

* Proficient in the use of Microsoft word, Excel, PowerPoint, Corel Draw
* Use of Accounting Software’s; (Peachtree, QuickBooks)
* Proficient in information Technology

**PROFESSIONAL WORK EXPERIENCE & ACHIEVEMENTS**

**WORLD BANK GROUP, NIGERIA COUNTRY OFFICE- UPI (550708)**

1. **Position: Administrative Client Support (STT)- IFC Feb– June, 2020**

**Responsibilities:**

* Handled internal routine administrative tasks such as receiving of letters, scanning of documents, booking and scheduling meetings, writing of minutes of meeting, process invoice for payment and preparing documents for the TTL
* Successfully assisted in drafting of SMO, BTOR, MAL & MGT Letter/AM
* Successfully assisted the Trade Facilitation West Africa Unit (TFWA) draft & review outgoing letters and dispatch to the designated offices.
* Successfully updated the TFWA monthly mission calendar
* Assisted in updating the TFWA event calendar
* Assisted in budget data preparation for the Trade Facilitation Workshop
* Assisted TFWA develop power point presentations
1. **Front Office-IBRD (Technical Support (STT)): UPI (550708) April-Nov 2019**
* Assisted in handling issues encountered by the PIUs.
* Successfully assisted the Country Management Unit (CMU) prepare budgets according to Bank procedures and security clearance, negotiating power.
* Assisted CMU develop Bank standard power point presentation templates.
* Assisted CMU develop program agenda and prepares documents for the Country Director’s meeting

**Administrative Support - Front Office (STT) - IBRD**

* Handled internal routine administrative tasks such as receiving of letters, taking letters to the Country Director for signature, scanning of documents, drafting of correspondence etc.
* Successfully assisted the Country Management Unit (CMU) review outgoing letters and dispatch to the designated offices.
* Handled internal calls from the staff and practically solve their administrative issues
* Prepared correspondence for the Country Director’s meeting.

1. **ADMINISTRATIVE WORK:- IBRD Feb, 2018- Dec, 2018**
* Handled internal routine administrative tasks such as typing of letters, scanning of documents, etc.
* Successfully assisted the Country Management Unit (CMU) analyze the mission tracking data and preparation of the portfolio report for presentation to the country office
* Prepared the database for state election record for country office reference purposes.
* Support on logistics required for the World Bank Executive Directors’ visit and development of the “Result City”

**RESEARCH /TECHNICAL SUPPORT: -IBRD**

* Use of client connection to verify financing terms for projects in the Nigeria portfolio
* Preparing the first draft of the MOU for the FY19 CPPR for different regions
* Assisted in budget data preparation for the FY19 CPPR.
* Assisted in review of state consolidated reports for the FY19 CPPR

1. **GLOBENET TRAVELS & TOURS LIMITED**

**Position: Operations Manager: Jan, 2016- May, 2016**

**Responsibilities:**

* Managed eight (8) man staff in administrative, marketing and Flight ticketing sections.
* Successfully launched flight online booking platform (Travelmasta.com)
1. **GLOBENET TRAVELS & TOURS LIMITED**

**Position: Human Resource Officer May, 2015 – Dec, 2015**

**Responsibilities:**

* Human resource officer in charge of maintaining complete and accurate customer correspondence data
* Successfully organized meetings, Draft Minutes and Managed other computer- based documentation
* Set up and managed marketing strategy results to 75% sales increment
* Successfully set up database for retaining clients
1. **GLOBENET TRAVELS & TOURS LIMITED**

**Position: Accountant Mar, 2014- Apr , 2015**

**Responsibilities:**

* Accountant in charge of producing the financial statements and records
* Successfully established an internal strategic guide having 80% effective cost control
* Ensured necessary financial decision are taken and managed the company Budget.
* Successfully conducted forensic audit in 2014 and recovered about N800,000
* Generated revenue in the second quarter of 2014 that boosted the financial capacity of the company, handled contract from the Nigerian Defense College, Abuja
1. **LE-MERIDIEN IBOM HOTEL & GOLF RESORT**

 **Position: Receiving Officer**

**Responsibilities: Feb,2011-Mar, 2013**

* In-charge of receiving supplier's goods in correspondence with the Local Purchase Order (LPO)
* Ensured Spot check are conducted monthly which help reduced about 50% of current expenditure
* Successfully Managed the inventory control system
* Set up and managed bins cards in the store which accelerated efficient staff service
* Set up and managed systematic documentation of LPO’s which help reduce overhead cost about 30%.

**HOBBIES:**

Reading and Sports

**REFEREES:**

To be provided upon request