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| Mr.Mohammed Ismail Ojigi.  Opp: Phcn Station Kawo,  Kaduna.  Phone:+234 07042917611  Email: nicholaxz79@gmail.com | C:\Users\ALIYU\Desktop\Dad Favor 20181226_174530.jpg |

**ADMINISTRATION OFFICER**

**SUMMARY:** Highly efficient and diligent administrative office with five years of experience in management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

**EXPERTISE/ SKILLS:**

\*Data Entry proficiency \* Budgetary proficiency \* Customer service

\* Detailed Oriented \* Microsoft Office Proficiency \* Problem solving

\* Timely \* Team work skills \* Organized/Analytical

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| **PROFESSIONALEXPERIENCE:** |  |  |

**Fareast Mercantile co. Ltd 2019 - Present**

(Field/Administrative officer )

**Responsibility:**

* To acquires new customers from an assigned geography, and or a set of names prospects.
* In charge of maintaining and updating the inventory of the company's assets.
* Maintain database generated from the Fleet Management handling application.
* Manages new customers’ accounts implementation by directing company implementation resources and by managing customers’ expectations and satisfaction with the implementation process.
* Interface with all customers on behalf of the company
* Directing staffs to ensure that responsibilities are efficiently discharged

**FBN/XL Africa Group**  - 2015 -2018 (Cash Service Representative)

**Responsibility:**

* Preparing financial documents; such as invoices, bills and account payable and receivables.
* Preparing financial reports for customers and management
* Creating financial analysis reports on market research, borrowers’ financial statements, commercial real estate, and lease reviews
* Managing company’s and customers deposit Transactions
* Processing operational expenses.
* Assisting the finance department and senior accounting staffs.
* Resolves error in financial reports
* Verifying postings on bank deposits on day to day transactions

**EDUCATION**

**National Open University of Nigeria**, 2019 –INVIEW  
(Bachelor’s Degree in Cooperative Management)

**Dunamis International Gospel Centre Kaduna** Aug.2019(Leadership Certificate Training Course)

**Word of Faith Bible institutes (LFC) Kaduna** Feb. 2017

( Basic certificate course, February Special)

**Federal Polytechnic, Kaura Namoda** 2004 -2007

(National Diploma, Banking & Finance)

**ADDITIONAL STRENGTHS:**  
• English, Hausa, Yoruba and Igala  
• PC Proficient



