

Ikechukwu Collins-Ibe B.sc, MBA, AMNIM

PERSONAL INFORMATION

NAME: Ikechukwu Collins-Ibe

ADDRESS: T18, Unit 4, Lekki Gardens Phase 4, Ajah, Lagos

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EMAIL: ikayiibe@gmail.com

NATIONALITY: Nigerian

DATE OF BIRTH: July 29 1982

LINK: www.linkedin.com/in/ikechukwu-ibe

OBJECTIVE

To positively impact the organization with my knowledge skills and experience and to add value in terms of excellence to the organization add attain professional distinction

PROFESSIONAL SUMMARY

Proven ability to effectively manage multiple responsibilities in a busy environment and to identify urgent tasks ensuring they are prioritized and completed in a timely and accurate manner

EXPERIENCE

Masal Consultants (2019 – till date)

Position: Associate accountant

Responsibilities

- Ad-hoc book keeping
 - Payroll facilitation
 - Tax compliance duties
 - Preparation of financial reports
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Frantiana Security Services Ltd (2018-2019)

Position: Accountant

Responsibilities

- Developed and Maintained book keeping procedures
 - Administered payrolls and managed expenditure
 - Organized and maintained financial records
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Clayarts Limited (2018)

Position: Accountant

Responsibilities

- Handled cash and cheque disbursements
 - Administered payrolls and controlled expenditure
 - Organized and maintained financial records
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Alternative Trade Merchants (2018)

Position: Project Assistant

Responsibilities

- Developed strategies to increase client's customer base
 - Developed strategies for the improvement of client's accounting procedures
 - Developed strategies for the improvement of client's operational procedures
 - Ensured and sustained effective communication among staff
 - Monitored and made reports on client's progress
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Union Bank of Nigeria Plc (2014 - 2015)

Position: Teller Officer

Responsibilities

- Accepted and paid cash to customers
 - Processed customers deposits withdrawals and payments
 - Provided information to customers regarding bank services
 - Dealt tactically and efficiently with demanding customers
 - Managed balancing duties
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FGC Ijanikin (2010 - 2013)

Position: Assistant Accountant

Responsibilities

- Received cash payments and issued receipts
 - Recorded and updated books of account
 - Forwarded updated books of account to Accountant for preparation of financial statements
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EDUCATION**Bowen University Nigeria**

Bachelor of Science in Accounting

Kings College Lagos

West Africa Examination Certificate

FGC Ikot Ekpene

Junior School Certificate

CERTIFICATIONS

Nigerian Institute of Management

Associate Member Nigerian Institute of Management (AMNIM)
Chartered Professional Manager

Management and Strategy Institute USA

Business Management Essentials Certified (BMEC)
Certified Business Manager

Management and Strategy Institute USA

Project Management Essentials Certified (PMEC)
Certified Project Manager

CONTINUED PROFESSIONAL DEVELOPMENT

SOFT SKILLS

Accounting Software:

Certificate in sage accounting
Certificate in wave accounting

Desktop publishing

Certificate in Microsoft office XP
Certificate in Microsoft office 2010

BUSINESS DEVELOPMENT SKILLS

Acacia University USA

MBA Essentials with Entrepreneurship

International Business management Institute Germany

Mini-MBA in Business Management

FINANCIAL DEVELOPMENT SKILLS

Open University UK

Certificate in financial accounting and reporting
Certificate in Companies and Financial Accounting
Certificate in organizations and the financial system

International Business management Institute Germany

Diploma in financial Management

MANAGERIAL SKILLS

Great Learning Academy

Certificate in project management
Certificate in leadership and management
Certificate in business process management
Certificate in customer relationship management

PROFESSIONAL CAREER SKILLS

Great Learning Academy

Certificate in time management
Certificate in crisis management
Certificate in people management

National Youth Service Corps

Certificate of National Service

REFEREES

Mrs. Ibrahim Alfa

Deputy Director
Federal Inspectorate of Education
FMWH Building (T.B.S) Lagos
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