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|  | ADEDOTUN A. Abiola   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  | NO.2 ANTHONY OCHEFU STREET LOBI QUARTERS MAKURDI, BNEUE STATE |  |  |  | | --- | --- | |  | 07010777824, 08070526591 |  |  |  | | --- | --- | |  | [adedotun.apanpa@gmail.com](mailto:adedotun.apanpa@gmail.com) | | |

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| Professional summary | Experienced ICT Tech Guy, Accountant and Audit supervisor with 5 years experience. I aim to efficiently optimize productivity and service quality across various environments. I am Highly dependable, ethical and reliable, a support specialist and leader that blends advanced organisational, technical and business acumen. I Work effectively with cross-functional teams in ensuring operational and service excellence. Looking to be part of a result oriented team that craves for excellence through hard work, willingness to learn new skills and take on new challenges. |

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| Skills | * Computer literate and proficient in Microsoft Office * Ability to work under pressure. * Self motivated and target oriented. * Detail-oriented * Audit specialist(Tax and Accounts) * Public relations * Business administration * Staff management * Sorting and labelling * Administrative support * Excellent multi-tasking ability * ULTIMATE JAVA SCRIPT AND JQUERY PROGRAMMER(CERTIFIED) * Data entry * Relationship building * Microsoft Excel Specialist * Office management * Clear oral/written communication * Team leadership |

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| Work history | INSPECTORATE ASSISTANT03/2017 to 12/2017  *MINISTRY OF LOCAL GOVERNMENT AND CHIEFTAINCY AFFAIRS LAFIA* , NASARAWA STATE   * Delivered comprehensive data management to the Inspectorate Unit to ensure and maintain compliance requirements Nation-wide. * Monitored and controlled office inventory to ensure adequate supply levels, timely product ordering and efficient management of company resources. * Adhered to established guidelines to increase profits * Addressed inquiries, appointment requests and billing questions. * Recruited and hired qualified candidates for vacant and new positions. * Interacted with customers professionally by phone, email or in-person to provide information and direct to desired staff members. * Coordinated and maintained impressive office organisation to keep facilities efficient, organised and professional. * Solved problems timely and effectively, ensuring customer satisfaction. * Tracked and recorded team expenses and reconciled accounts to maintain accurate, current and compliant financial records. * Managed employees, supervising workers and enhancing productivity and efficiency. * Maintained computer and physical filing systems. * Handled all incoming business and client requests for information.     ADEYEMI APANPA &CO (CERTIFIED NATIONAL ACCOUNTANTS) AUDIT MANAGER 02/2018 to DATE   * Adeptly handled 100 of inbound calls per day. * Delivered an exceptional level of service to each customer by listening to concerns and answering questions. * Supported Principal Partner with daily operational functions. * Researched and updated all required materials needed for firm. * Analysed departmental documents for appropriate distribution and filing. * Ensured regular updates of daily tansfer rates. * Coordinated various audit assignments (ANAN, Ministry of Local Government and Chieftaincy affairs, Nasarawa State Polytechnic, etc       DATA ANALYST AT 01/2015 to 03/2017  *GASAPAN VENTURES*, Makurdi, Benue State   * Daily monitoring of all Fibre optic cables and making of necessary reports * Receive request for new systems and repairing of faulty systems. * Office of the Head of Finance and Accounts •Receiving and Dispatching of files daily •Keeping the systems up-to-date with the necessary anti-virus and major softwares. * Gathered, organised and input information into digital database. * Generated reports detailing findings and recommendations. * Analysed departmental documents for appropriate distribution and filing. |

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| Education | Nasarawa State University, Keffi, 2018-2020  Msc, International Relations:  Distinction    FOUNTAIN UNIVERSITY OSUN, Osogbo,2011- 2015  B. Sc: Political Science/Public Administration  with a Second Class Lower |

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| Certifications | NATIONAL INSTITUTE OF MANAGEMENT (N.I.M) CHARTERED  ASSOCIATION OF NATIONAL ACCOUNTANTS OF NIGERIA (ANAN) |