**Idowu MUSTAPHA**

**Address: 18, Owokoniran street off Akobi**

**crescent, Surulere, Lagos.**

**E-mail: idowu\_maryam@yahoo.com**

**Telephone: 07037630663**

**OBJECTIVE**

A Certified Accounting Technician and a recent graduate of Sociology with a great knowledge of accounting. I have a huge passion for finance and I am constantly learning and building my skills to a world and professional standard.,I am a dependable and organised team player with the ability to communicate effectively and efficiently. I am self-motivated and able to grow healthy relationships with clients and colleagues at all level of organization.

**QUALIFICATIONS**

**B.Sc. Sociology || University of Ilorin, Kwara State, Nigeria||August, 2015 Second Class Division**

**Senior School Certificate|| Our Lady of Apostles Secondary School, Ijebu-Ode, Ogun State. ||July, 2008**

**PROFESSIONAL MEMBERSHIP**

**Association of Accounting Technician West Africa (AAT) || May, 2011**

**Institute of Chartered Accountant of Nigeria (In View)**

**EXPERIENCE**

**Cash Processor**

**Integrated Cash Management Services limited September 2018 to Date**

* Processing and sorting of cash into their various fitness level.
* Ensuring all money received are processed without delay
* Timely and prompt record of cash received from various banks.
* Updating of records and reconciliation off all documents involved in the cash processing

**HR Assistant**

**Corasyn Nigeria ltd. Jan 2017 -Feb 2018**

• Ensured clerical and administrative support to human resources executive.

• Processed documentations and prepare reports relating to all personnel activities

• Collaborated act as the liaison between HR managers and employees, ensuring smooth communication and prompt resolution of all queries

• Assisted in more complex HR duties , like posting job ads, coordinating interviews and contacting candidates

• Relating with employees and help resolving issues such as grievance

• Assisting line managers to understand and implement policies and procedures

**Teacher Nov 2015-Oct 2016**

**Federal Government Girls College Tambuwal, Sokoto State**

Taught civic education and government from SS1 to SS3

**.**Played advisory roles at intervals to the school management one ways to improve the school’s teaching standard

**PROFESSIONAL & PERSONAL SKILLS**

• **Effective Project/Task Management.** [Analytic thinking, customer service skills, problem solving skills,

ability to work with little or no supervision, policies and standards compliance]

• **Excellent verbal Communication and listening skills.** [Meeting people, speaking to the public, Motivating and supporting others, expressing ideas orally to individuals or groups and skillfully applying professional knowledge]

•**Good Personal Relationship and Leadership skill**s**.** [Great team player/Leader, delegating responsibility & developing a climate of enthusiasm, teamwork, and cooperation]

• **Fluent in English,Hausa and Yoruba**

• **Proficient in MS-Excel and MS-Word.**

**PERSONAL INFORMATION**

•**Sex**: Female

•**State of Origin**: Ogun State

•**Marital Status:** Married

•**Nationality**: Nigerian

•**Interests:**Reading, writing, researching, travelling.

**REFERENCES**

 Mr. Mabifa Alh.M.Salami

 Lagos State Traffic Management Agency (LASTMA) Sterling Bank PLC

 mabifa@yahoo.com musa.salami@yahoo.com

 08023235116 08033002123