

AMEH VICTOR OJOMENYO

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No.7, Tanko Tete Crescent, Gwari Avenue, Barnawa GRA, Kaduna State.

PROFILE SUMMARY

Experienced financial assistant who can handle variety of corporate financial tasks with efficiency and accuracy. Adept at analyzing complex spreadsheets developing effective financial reports and utilizing a corporate database for research. Specializes in budgeting information and researching expenses.

CORE COMPETENCIES AND SKILLS

- Documentation and Control
- Very strong computer productivity software skills
- Extensive accounting knowledge and budget management system
- Project Management
- Comfortable with complicated calculations
- Good communication skills in both written and oral English and excellent in Hausa
- Strong team player or able to work independently
- Comfortable presenting information to any level of management
- Excellent financial research skills
- Data entry

WORK EXPERIENCE

Finance and Administrative Assistant

June 2019 – Present

Development and Peace Initiative
Kaduna.

- Assisted in developing milestone reports on variety of financial subjects that will be presented at management meetings.
- Responsible for gathering all time sheets and checking for accuracy before submitting them to payroll.
- Understand, apply and ensure compliance with multiple levels of internal policies and external regulations which may requires interpretation.
- Audited recorded documents, proper insurance and title policies to ensure compliance.
- Maintaining accurate records to allow easy disbursement, reconciliation and replenishment.
- Keep up with in- house financing, made outbound calls to clients with delinquent accounts made payment arrangement for those needed.
- Maintained travel schedules, calendars, meeting management, prepared expense reports and coordinated special projects.
- Prepared and posted accounting transaction to journals or ledgers.

- Assisted in the financial administration of monthly cost center reporting for budget management and controls of cooperate functions.
- Proficiently received and processed cash, credit or check payment.

Assistant Administrative Officer (NYSC)

May 2018– March 2019

Lumen Development Initiative
Kaduna.

- Typed document such as correspondence, drafts, memos, emails and prepared 3 reports weekly for management.
- Purchased and maintained office supply inventories and being careful to adhere to budgeting practices.
- Developed positive relations with external vendors and clients.
- Managing event and conference rooms setup to include, but not limited to, room layout, tables and chairs, audio and visual requirements, and material required for the event.
- Scheduled appointments and maintained updated appointment calendars.
- Performed payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Processing expense retirement ledgers to ensure proper accountability of all cash advances.
- Manage travel and expense reports for department team members.

EDUCATION

Ibrahim Badamasi Babangida University, Lapai
B. SC Economics (Second Class Upper Division)

2018

CERTIFICATIONS

Jobberman Training Centre

2020

- Soft-Skills Training

Quality Management Career Centre

2019

- Health, Safety, and Environment (H.S.E)
- Human Resource Management (SHRM)
- Project Management (C.A. P.M)
- Leadership Development
- Personal Effectiveness
- Office Management

LEADERSHIP POSITION

President

National Association of Catholic Corp Members, Kaduna State Chapter

April 2018- April 2019

REFEREE

Available on request

