**Ali Mohammed Bashir .**

No.30, Alh. Abubakar Sawaba’s Residence, Doma(+234) 8132122456, 09059212534

Doma,Nasarawa State - Nigeria **alibash280@gmail.com**

**SUMMARY OF QUALIFICATIONS**

* Adaptable and well-organized Accountingprofessional with wide-ranging exposure to accounts and store audit within a busy work environment. Excellent communication and interpersonal skill, with a great ability to get along with people from various walks of life.
* Knowledge andenforce HSEpolicies and procedures compliance
* Hardworking and detail oriented, with the ability to multi-task effectively
* Known for taking initiative to improve processes and completing orders with high pressure environment and tight deadlines

**WORK HISTORY**

**AMMASCO INTERNATIONAL LIMITED**

(Lubricants, Petrochemicals, Downstream & Allied Products)

15D, Sani Marshal Road, Formally Club Road, Kano

Kano State, Nigeria

**Position: Accounts Officer** 2015 -- 2020

**FIRST CITY MONUMENT BANK PLC (FCMB)**

**Position: Direct Sales Agent (DSA)** 2014 – 2015

**DELTA STATE HOSPITAL MANAGEMENT BOARD**

Asaba, Delta State.

**Position: NYSC Primary Assignment (Account Dept.)** 2009 – 2010

**DUTIES PERFORMED**

* Reconcile cash receipts and prepare the bank deposit daily
* Tracking and posting of Invoices, sales and services and ensure accounts have all the supporting documents
* Cross checking and making remittance of statutory returns (i.e. PAYE, Trust Fund, Trade union etc).
* Preparation of salary schedule and monitoring of payment of salaries, wages and allowance
* Ensure all the payment and journal vouchers and retirement are correctly booked in the accounting system.
* Carryout bank reconciliation on monthly basis.
* Management of Petty Cash imprest.
* Assist the logistics officer in organize and coordinate all logistical operations and procedures outlined in the supply management document in other to ensure organizational effectiveness and efficiency.
* Support and deloped with the accounting standards regulatory framework principles.

**When auditing and overseen stores, my role may also include:**

* Keeping stock control systems up to date and ensuring inventory accuracy
* Carry out cyclical counting of inventory in the store and ensure stock balances on Material Master List in the system tallies with physical stock balances at all times.
* Daily confirming and counting of goods before dispatching.
* Producing regular various reports and statistics on a daily, weekly and monthly basis, for all the goods in the stores for both inbound receipts and outbound dispatchesreport, dead stock report, fast moving/slow moving and nonmoving items report to Management.
* Other general duties as assigned.

**EDUCATION**

B.Sc. (Hons) Accounting, 2005 - 2009

**Nasarawa State University, Keffi – Nigeria**

SSCE/WAEC 1997 - 2002

**Government College, Doma**

Nasarawa State, Nigeria

First Sch. Leaving Certificate 1990 - 1995

**RCM Trans Primary School, Doma**

Nasarawa State, Nigeria

**TECHNICAL SKILLS**

QuickBooks software, Peachtree Software, MS Word, MS Excel, Power Point& ICT.

**PERSONAL DATA**

Date of Birth: 07/10/1984

Marital Status: Married

Nationality: Nigerian

State of Origin: Nasarawa State

LGA: Doma

Sex: Male

**REFEREES:**

Barr. Hussaini Lawal Musa

Registrar,

**Sharia Court of Appeal**

Lafia, Nasarawa State - Nigeria

Tel: +234 8029535921

Mohammed Umaru Doma

Managing Director

**Presidential Lodge, Lafia**

Nasarawa State, Nigeria

Tel: +234 8039717085

Ebenehi Yacoub G.

Senior Store Officer

**Ammasco International Limited**

Kano, Kano State

Tel: +234 8035022498