

MARTHA PIUS

Address: No. 57 Opposite Fourth Gate Taraba State University, Jalingo, Taraba State.

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■ PROFESSIONAL PROFILE

Martha has extensive experience of exercising supervisory control over plant personnel and providing guidance and assistance to them, she also has a track record of ensuring the smooth and orderly flow of manufacturing and production activities, A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate, a highly efficient and competent company secretary with an ability to ensure that a company complies and operates in accordance with statutory and legal provisions.

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

■ PERSONAL DATA

Date of Birth:	01 th June, 1993
Sex:	Female
State of Origin:	Taraba State
Marital Status:	Single
Religion:	Christian
Nationality:	Nigerian

■ EDUCATION & TRAINING

Nov 2018	Taraba State University, Taraba State www.tsuniversity.edu.ng <i>B. Sc. (Hons) Economics</i>
Nov 2011	Adamawa State Polytechnic, Adamawa State www.adamawapoly.edu.ng <i>National Diploma Marketing.</i>
Aug 2008	Government Science Secondary School, Jalingo, Taraba State <i>SSCE</i>
Apr 2001	Jauro Isa Primary School, Jalingo, Taraba State <i>First Leaving School.</i>

WORK EXPERIENCE

July 2018 - July 2019	National Youth Service Corps (NYSC) www.nysc.gov.ng <i>Government Girl Secondary School Ajingi, Kano State</i> <ul style="list-style-type: none">❖ Imparted academic values to affiliates of the institution teaching and helping them carry out their responsibilities in serving the institution.❖ Assisted in the administration of the school and impacting lives doing charity works.❖ Served as a Presiding Officer in my polling unit, saddle with the responsibility to preside over the electoral processes in my polling unit and to manage both the resources and people
Jul 2012 - Jun 2014	Flour Mills of Nigeria, Ltd Golden Penny, Jalingo, Taraba State <i>Supervisor</i> <i>Responsible for supervising teams of 20 by planning and allocating work for them.</i>

Responsibilities

- ❖ Standing in for the production manager when required.
- ❖ Assisting in the investigation of accident and incidents.
- ❖ Escalating any production related engineering, quality and material supply issues.
- ❖ Checking all production goods in and then reporting mistakes or damaged items.
- ❖ Marking received orders onto the system.
- ❖ Monitoring employee lateness and absences
- ❖ Dealing with production team grievances and disciplinary procedures
- ❖ Taking decisions within standard working procedures and methods.
- ❖ Filling in and then filing all documentation correctly and comprehensively
- ❖ Pointing out to senior managers any capital investment or new machinery requirements.

- ❖ Reporting and recording deficiencies with in the plant
- ❖ Correcting unsafe acts and then communicating them to the responsible party for correction.

Sept. 2011 – Aug. 2012

Dan Iron Must Obey Company Jal Taraba State, Secretary Office,

|| Secretary

Responsible for ensuring that the highest standards of administrative processes & corporate governance are both promoted and maintained, so that the business operates efficiently & in accordance with all statutory and legal provisions

Responsibilities

- ❖ Responsible for all company secretarial functions, duties and responsibilities.
- ❖ Organizing, preparing agendas for, and taking minutes of meetings.
- ❖ Monitoring changes in the business legislative and regulatory environment.
- ❖ Providing advice to colleagues and senior managers on administrative matters.
- ❖ Updating and maintaining all licences and Companies House records.
- ❖ Dealing with correspondence.
- ❖ Developing & implementing admin policies & procedures to improve efficiency.
- ❖ Liaising with external regulators, solicitors and auditors.
- ❖ Preparing and filing dormant accounts.
- ❖ Maintaining all statutory registers and blueprint.
- ❖ Drafting minutes within set timeframes.
- ❖ Reporting in a timely & accurate manner on company procedures & developments.
- ❖ Ensuring the company complies with standard legal practice and maintains standards of corporate governance.

April 2016 – Sept. 2016

Taraba Gas Ltd, Taraba State || Accountant

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

Responsibilities

- ❖ Preparing sales invoices & the upkeep of an accurate accounts filing system.
- ❖ Preparation and input of month end journal vouchers.
- ❖ Inputting, matching, batching and coding of invoices.
- ❖ Preparation of various reports for senior managers.
- ❖ Responsible for financial accounts including budgets and cash-flow.
- ❖ Proactively identifying business improvement opportunities.
- ❖ Fixed Asset accounting, reconciliations and depreciation journals.
- ❖ Ensuring that information is accurately collated & entered into systems.
- ❖ Preparation of bi-weekly invoice and expense claim payment runs.
- ❖ Assist in the preparation of monthly balance sheet account reconciliations.
- ❖ Inputting of supplier invoices and employee expense claims to the ledgers.

✓ **SKILLS & COMPETENCES**

- ✓ Microsoft office suite (Word, Excel) • Technical Specification / Report Writing
- ✓ Good all round Financial Accounting Knowledge • Team work and collaboration
- ✓ Good communication skills (both verbal and oral) • Excellent team management
- ✓ Highly creative with critical analytic thinking • Sales and marketing strategies
- ✓ Ability to deal with large quantities of financial data
- ✓ Ability to organise, manage, motivate and challenge a production team to exceed expectations.
- ✓ Adhering to, and enforcing strict policies and procedures.

■ **PERSONAL INTEREST**

- Surfing the internet
- Reading
- Travelling.

REFEREE

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| <ul style="list-style-type: none"> ■ Dr. Victor Edwards
Head of Department, Forestry,
College of Agric. Jalingo, Taraba State
+2347082876059 | <ul style="list-style-type: none"> ■ Mr. Kinsley Ololo
State Manager,
Golden Penny, Taraba State
+2348033386874 |
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