

Ali Mohammed Bashir

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

Doma,Nasarawa State - Nigeria

bashiralidoma@gmail.com, alibash280@gmail.com

SUMMARY OF QUALIFICATIONS

- Adaptable and well-organized Accounting professional 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 and enforce HSE policies 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 dispatches report, dead stock report, fast moving/slow moving and nonmoving items report to Management.
- Other general duties as assigned.

EDUCATION

B.Sc. (Hons) Accounting,

Nasarawa State University, Keffi – Nigeria

2005 - 2009

SSCE/WAEC

Government College, Doma

Nasarawa State, Nigeria

1997 - 2002

First Sch. Leaving Certificate

RCM Trans Primary School, Doma

Nasarawa State, Nigeria

1990 - 1995

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