**ABARI MARIA ODIJE**

**CONTACT ADDRESS**: Block 233, Finance Quarters, Phase 2 Site 1, Kubwa, Abuja. FCT

**E-Mail**: odijeabari@gmail.com

**TELEPHONE:** +2349067074230 Or +2348021143120

**PERSONAL STATEMENT:**

To attain a satisfactory level of professional practice in any field of my choice, seeking and working for the best interest of my employer/organization. My major attributes are good observation ability and a highly creative individual, organizational character, goal oriented & team player. I am a fast learner and welcome challenges on the job. I have the ability to work under little or no supervision.

**BIODATA**

 DATE OF BIRTH: 4TH OCTOBER, 1994

 SEX: FEMALE

 MARITAL STATUS: SINGLE

 L.G.A: OJU

 STATE: BENUE

 NATIONALITY: NIGERIAN

**INSTITUTIONS ATTENDED WITH QUALIFICATION AND DATE:**

**2021** National Youth Service Corps (NYSC) Discharged Certificate

**2017 – 2019:** Higher National Diploma (HND) Banking and Finance (Upper Credit),

The Federal Polytechnic Nasarawa. Nasarawa State.

2014 **– 2016: National Diploma** (ND) Banking and Finance,

 The Federal Polytechnic Nasarawa, Nasarawa State.

**2006 – 2011:** Senior School Certificate Examination

Victory Secondary School, Kaduna

 Kaduna State.

**1998 – 2004:** First School Leaving Certificate

Kubwa III Model Primary School, Kubwa

 Abuja, FCT.

**WORK EXPERIENCE:**

***1. RELEVENT WORK EXPERIENCE / DUTIES***

**2020-2021** National Judicial Institute, Abuja Nigeria (**Executive Officer Accounts (NYSC)**)

* Modified a comprehensive financial reporting package to reflect growing organizational complexity.
* Analyzing monthly financial data for corporate reporting
* Maintain integrity of general ledger, including charts of accounts
* Compiled general ledger entries on a short schedule with nearly 100% accuracy

**2. 2019 Chisobi Auto-Mobile Company. Kubwa, Abuja**

**Job Specification: Secretary/Cashier.**

**Duties:**

* Handling highly confidential documents.
* Protecting the organization’s confidential information.
* Communication information to management.
* Managing office supplies.
* Scheduling meetings and events and negotiating with vendors.

**3. 2016 – 2017 First City Monument Bank. Area 8 Garki Abuja.**

**Job Specification:** Assistant Customer Service Officer (Industrial Training)

**INTERESTS:**  Reading, Research and Travelling.

**REFEREES:**

 **Koteh Victor Baridumene**

Chartered Accountant

 National Judicial Institute, Abuja

 07033592560

 **Jude Odion Udofe**

Technical Officer

Cars 45 Kubwa, Abuja

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