

MUSA MUHAMMED

Opposite Junior Secondary Sechool Nyanya Abuja
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musamuhammed7700@gmail.com

PROFILE SUMMARY

A highly trained Accountant, a goal getter seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills and abilities and put them into work in helping the organization achieve their goals. Endue with ability to communicate sensitive information with strong ability to secure reliability and increase performance under stringent deadlines.

PERSONAL DETAIL

Date of Birth: April, 1st 1997
Gender: Male
Nationality: Nigerian

CORE SKILLS

- Proficiency in Microsoft Office suite (Word, Excel, Power Point), Graphics and Design
- Exceptional interpersonal and communication skills – both written and verbal
- Planning skills to conceptualize and execute successful programs
- Excellent knowledge of subject with great practical knowledge
- Polite, innovative and resourceful
- Effective team player and time management
- Ability to work unsupervised and meeting up with stipulated deadlines

WORK EXPERIENCES

ECOBANK NIG LTD

Cash and Teller from 8th July 2019 - 2022

- ✓ Am responsible for handling customer financial transactions like deposits, withdrawals, transfers, money orders, and checking.
- ✓ I also handle Western Union, MoneyGram, Ria, Remita, Etranzact, Basis and Paydirect.

KEY ACCOMPLISHMENTS

Earned reputation for strong work ethics, honesty and 100% commitment to given task.
Was able to carryout my giving task with minimal or no supervision

WHITE PEARL INTERNATIONAL SCHOOL

Receptionist and stock keeper from march 2017- march 2019

Was incharge of keeping stock of the School
Kepping record of items that came into the School
Receiving of Visitors
Give out School break down(fees payment details)

KEY ACCOMPLISHMENTS

- Earned reputation for strong work ethics, honesty and 100% commitment to given task.
- Consistently commended for punctuality, great interpersonal skill, ability to work under minimal supervision and coming up with soluions to problems.

EDUCATION

NATIONAL OPEN UNIVERSITY OF NIGERIA

2020 – 2022

B. Sc. Political Science (IN VIEW)

COLLEGE OF EDUCATION KATSINA-ALA, BENUE STATE

2011 - 2013

Nigeria certificate of Education (NCE) Economics and Political Science

2011- 2013

COMMUNITY SECONDARY SCHOOL OJOKU ANKPA, KOGI STATE

2004 - 2009

Senior Secondary Certificate Examination (SSCE)

INTEREST&ACTIVITIES

- Reading self-help books and researching
- Humanitarian and voluntary assignment
- Playing and watching football

REFEREES

Mr. Seidu AdamaFCT High Court, Abuja
07068151517**Mr. Abubakar Hamza**FCT High Court, Abuja
08137864455