**DALYOP DAVID DANJUMA**

3rd House Adjacent Godiya Private School Sabon Gari Mado, Tudun Wada Ring Road Jos, Plateau State.

+2348065141756|**danjumadavid03@gmail.com**

**Professional Summary**

 A confident, capable, and highly motivated individual with excellent knowledge of finance and accounting procedures. Ambitious to play a vital role to provide key analytical support to the organization’s managers for financial decisions. A high performing individual with demonstrated knowledge of financial communications, administration,and practices. Demonstrated ability to maintain confidentiality, proactive and administrative &time management skills.

**Professional Experience and Achievement**

***Finance/Administrative Officer***

***Rise to Inspire Africa Initiative (RIAI), Maiduguri, Borno State.* 2020 – 2021**

I am responsible for the day-to-day financial support on all project grants, including theprocessing of transactions. Adhere to donor’s regulations and Rise to Inspire African Initiative financial policies and procedures. *My duties are but not limited to the following:*

* Manage all aspects of day-to-day operations of finance department.
* Managing donor fund of over 30 thousand dollars.
* Review all expenditure worksheets and payment documents for accuracy and completeness.
* Worked with program team and to develop project workplan and budgets in line with project objectives and plans.
* Liaise with Finance Coordinator regarding invoices validation, payments.
* Conducting periodic financial analysis to identify and resolve issues, gaps, or variances regarding financial activities RIAI.
* Managing cash control as well as maintaining bookkeeping up to date.
* Ensuring maintenance of general and subsidiary ledger
* Ensuring all expenses are within the assigned project budget.
* Prepare the financial statement, invoices, payment vouchers etc. as required.
* Ensuring that financial transactions are properly updated and recorded.
* Ensuring data integrity in all financial reporting of RIAI
* Identifying and resolving invoice issues, accounting discrepancies and other financial related issues.
* Manage petty cash and petty cash request daily.
* Ensuring the bank and cashbook are closed
* Reconciling and submitting to management on a monthly basis together with the bank reconciliation a
* Maintain proper documentation of financial archivist
* Assisting program staff on day-to-day accounting operation and financial support in accordance with donor/client and RIAI internal policies and procedure.
* Accounting for procurement transactions to ensure adequate supporting documentation, accuracy and control overpayment.
* Ensuring timely deduction and remittance of relevant statutory payments
* Stamp monthly invoices with the donor stamp and/or the stamp “paid”.
* Maintained good and professional relationship with relevant vendors and visitors.
* Supported in the maintenance of general office systems including filing; sending, receiving and distributing of correspondence.
* Ensure proper and safe keeping of financial documents.

***FINANCE ASSISTANT***

***COCIN HEADQUARTER, JOS PLATEAU STATE*2012-2013**

* Draw up cheques, Prepare all payments and make sure that they are properly coded and supported with relevant invoice and necessary documents.
* Assist Finance officer in monthly bank & account reconciliations.
* Ensure that all cash payments are properly supported and dully authorized before disbursement.
* ‘Paid’ stamping of all the invoices and related documents before filing.
* Ensure that authorization on the request for payments are in line with the approved limits.
* Visit Bank for necessary collection & submission of financial documents.
* Photocopies & scanning of all necessary documents/Instrument.
* Perform any other task assigned by the Finance Officer.
* Coordinate with district teams for advance issuance and their timely adjustment of advances &Trainings documentation.
* Processing of petty cash transactions on daily basis. Ensure petty cash is replenished on time to meet daily cash needs

**Core Competencies**

* Have intermediate knowledge of the following Microsoft Office Tool: Word, PowerPoint, Excel and Internet.
* Self-motivated, with excellent interpersonal relations skills.
* Intellectually curious, and a fast learner.
* Have excellent organization, coordinating and planning skills with demonstrated leadership abilities.
* Ability to work as team
* Ability to take initiative and make decision.
* Flexible to adapt.
* Result Driven, with demonstrative professional work ethics.
* Ability to work under pressure

**Other Work Experience**

***Booking keeping teacher (NYSC Place of Primary Assignment)*Nov. 2019 – Oct 2020**

Nasara Executive Children Academy, Funakaye Gombe State

**Building Project Supervisor Apr. 2019 – Sept. 2019**

Back2Back International Children Ministry Jos, Plateau State.

**CERTIFICATIONS**

* Nigerian Institute of Management Chartered in view
* NYSC Certificate 2020
* Student Union Government, Executive Arm, Plateau State University 2018

 Financial Secretary

* Student Union Government, legislative Arm, Plateau State University 2017

 Senator Representing Accounting,

**AREAS OF EXPERTISE**

* Tutoring
* Report writing
* Data collection, analysis and management
* Research

**INTEREST**

* Goal getter
* Travelling
* Reading
* Learning new things in new environment
* Embraces challenging opportunities

**LANGUAGE SPOKEN**

English, Hausa and Berom

**Education**

**Bachelor of Science in Accounting**

Plateau State University Bokkos, Plateau State, Nigeria 2019

**Diploma in Accounting and Auditing**

Plateau State Polytechnic Barkin Ladi, Plateau State, Nigeria 2013

**Senior Secondary School Certificate (SSCE)**

Godiya Private Secondary School, Jos Plateau State 2008

**First school Leaving Certificate (FSLC)**

Godiya Private Primary School, Jos Plateau State 2002

**REFEREES:**

**Mr. Da’azumi Elisha Bako**

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**Dr. BubaWufem**

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**Mr. Philip Zera**

Director of Finance

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