



# Adeyemo Moses Babatunde

📍 Opposite Dummis Church, Domkat bali, Jos.

📞 08164379721, 08123844388

✉️ adeyemomoses012@gmail.com

## PROFESSIONAL SUMMARY: ○

A team player, with a commitment to Customer Service, who process a long track record of working in various administrative, financial and leadership role coupled with a good management skills and the ability to communicate confidently at all levels.

A part from being immediately available, I have a strong background in general accountability and administration along with experience of working with a customer focused company like yours.

## SUMMARY OF SKILLS ○

- Fast acting and self motivated when responding to organizational issues to get things sorted
- Ability to work in synergy with other team players to achieve organizational goals and objectives.
- Excellent Communication and writing ability

### KEY SKILLS

- Critical Thinking
- Team Work
- Execution of Jobs with or without Supervision.
- Problem Solving Skills.
- Ms Microsoft/ERP usage

## WORKING HISTORY ○

### Expenditure Center - 05/2019 - Date

Premier Lotto Limited Company

- Regulating the payment receipt with the cash
- Posting of cash Transaction on ERP System Accurately
- Maintain all cash received and disbured
- Reduction of expenses on purchasing of inventory

### Receiving cashier 06/2018 - 2019

Premier Lotto Limited Company

- Checking of cash recorded and posting on ERP system for Payment transaction
- Reconciliation of cash paid in
- Arrangement of cash detailed and cash records.

## EDUCATION ○

Bachelor of Science/Business Administration  
Ekiti State University

Master of Science in View/Management Science  
University of Jos, Plateau

## REFEREE ○

Available on Request