**AKO INNOCENT CHINEDU**

**CONTACT:** Elepete Phase 1, Off Ola-Iman, Igbo-Olomu Bus-stop, Agric, Ikorodu, Lagos State.

**TEL:** 08060477965, 07069032926

**CAREER OBJECTIVE**

*To assume in the nearest future, a challenging, management and leadership Position in a very reputable organization where I can effectively use my Acquired knowledge, creativity and professional experience to handle Challenging responsibilities.*

**PERSONAL DATA**

**Sex**: Male

**Date of Birth**: 8th March, 1986

**Place of Birth:** Lagos State

**State of Origin:** Imo State

**Marital Status:** Single

**E-mail Address:** akoinnocentchinedu@gmail.com

**ATTRIBUTES**

* Advance knowledge of banking financial systems and processes.
* Advance knowledge of accounting principles and reconciliation.
* Ability to plan appropriately and effectively achieve targets and objectives and strict adherence to deadlines.
* Intelligent, friendly personality, with good listening skills and interpersonal skills.
* Ability to work in a team, stress tolerance and excellent communication skill.
* Strong organizational skills, flexible and a fast learner.
* Computer literate, strong numerical ability, accuracy and attention to details.
* Time management, problem solving, honesty and integrity.

**EDUCATIONAL INSTITUTIONS ATTENDED WITH DATE AND QUALIFICATIONS**

**2017-2018** Modibbo Adama Federal University Post Graduate Diploma in Accounting

Of Technology Yola, Adamawa State and Finance- **Second Class**

**(Upper Division)**

**2017** National Youth Service Corps

**2014-2016** Waziri Umaru Federal Polytechnic Higher National Diploma in Accounting

Birnin Kebbi, Kebbi State **(Upper Credit)**

**2015-** Member of Accounting Technician Part IIIATSWA **(In View)**

Scheme West Africa **(ATSWA)**

**2010-2012** Waziri Umaru Federal Polytechnic National Diploma in Accounting

Birnin Kebbi, Kebbi State **(Distinction)**

**2009** Bosatec Computer Institute Diploma in Management Information

Isawo, Agric, Ikorodu, Lagos StateSystem

**1995-2001** Ajayi Crowther Memorial Senior Secondary School Certificate

Grammar School, Bariga, Lagos

State

**1989-1995** Lola Day Nursery & Primary School First School leaving Certificate

Bariga, Lagos State

**WORKING EXPERIENCE**

**American University of Nigerian Academy (New Foundation School)**

**March 2018 –**  **Oct 2019** **Financial Accounting Instructor**

* Create, post and articulate course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
* Assist students to master course material by being available through office hours and at other times to answer questions and assist students to better understand the material in one-on-one or small group sessions.
* Create course curriculum and other course material required to deliver course information in an understandable and interesting manner to ensure students are engaged with the course material in order to achieve the course learning outcomes.
* Meet classes and other scheduled responsibilities.
* Assign grades and maintain course/student records in accordance with prescribed regulations and submit grades and records by established deadlines

**Sky Light Model College**

**Jan 2017 - Dec. 2017 -** **Financial Accounting Instructor**

* Create, post and articulate course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
* Assist students to master course material by being available through office hours and at other times to answer questions and assist students to better understand the material in one-on-one or small group sessions.
* Create course curriculum and other course material required to deliver course information in an understandable and interesting manner to ensure students are engaged with the course material in order to achieve the course learning outcomes.
* Meet classes and other scheduled responsibilities.
* Assign grades and maintain course/student records in accordance with prescribed regulations and submit grades and records by established deadlines

**Fidelity Bank Plc.**

**Nov 2013- April 2015-** **Front Line Teller/Customer Service Officer**

* Process and post all branch’s collection (received on behalf of utilities, corporation, government, parastatals and other customers) and posts on virtual platforms
* Maintain accurate teller register and other records for easy access of information
* Informing customers about bank products and services.
* Ensure error and fraud free transaction
* Received and post all confirmed transactions to customer account with proper value dating
* Post all cheque timely and take service charge as authorize
* Handling currency, transactions, and confidential information in a responsible manner
* Following all bank financial and security regulations and procedures.
* Maintaining a positive, empathetic and professional attitude toward customers at all times.
* Responding promptly to customer inquiries.
* Communicating with customers through various channels.
* Acknowledging and resolving customer complaints.
* Knowing our products inside and out so that you can answer questions.
* Processing orders, forms, applications, and requests.
* Keeping records of customer interactions, transactions, comments and complaints.
* Communicating and coordinating with colleagues as necessary.
* Providing feedback on the efficiency of the customer service process.
* Ensure customer satisfaction and provide professional customer support.

**Guaranty Trust Bank Plc.**

**Oct 2012 – Oct 2013 -**  **Bulk Teller**

* Receive and count working cash at beginning of shift
* Identify customers, validate and cash checks.
* Accept cash and checks for deposit and check accuracy of deposit slip.
* Process cash withdrawals
* Perform services for customers such as ordering bank cards and checks
* Record all transactions promptly, accurately and in compliance with bank procedures
* Balance currency, cash and checks in cash drawer at the end of each shift
* Packaging cash to be stored in the bank vault
* Answer inquiries regarding checking and savings account and other bank related product
* Attempt to resolve issues and problems with customers account
* Initiate and open new accounts
* Explain, advise on and promote bank products and services to customers
* Ensure compliance with all internal controls and established policies and procedures

**Starcomms Plc**

**June 2005 – Nov 2008- Field Sales Representative**

* Get the sale using various customer sales methods (door-to-door, calling, presentations)
* Forecast sales, develop “out of the box” sales strategies/models and evaluate their

effectiveness

* Evaluate customers skills, needs and build productive long lasting relationships
* Meet personal and team sales targets
* Research accounts and generate or follow through sales leads

**INTEREST**

**REFEREES**

* Attend meeting, sales events and trainings to keep abreast of the latest developments
* Report and provide feedback to management using financial statistical data
* Maintain and expand client database within your assigned territory

**INTEREST**

Reading, Football, Travelling and Meeting People

**REFEREES**

**DR. MARIAM ISYAKU**

Department of Accountancy

Modibbo Adama Federal University of Technology Yola

**Tel:** 08065872615

**MR. NATHANIEL CHIJIOKE ECHE**

Mathematics and Further Mathematics Teacher

Pearlville Secondary School Owerri

**Tel:** 08063314345

**MALLAM MAHMOUD IBRAHIM**

Lecturer Department of Accountancy

Waziri Umaru Federal Polytechnic Birnin Kebbi

**Tel:** 08122166636