

# AGADI EMEKE THOMAS

## PERSONAL INFORMATION

Address House 151, Zone B, Apo Resettlement, Abuja..  
Telephone 08172609012, 09056985034.  
E-mail [agadiemeke@yahoo.com](mailto:agadiemeke@yahoo.com)  
Nationality Nigerian  
Date and place of birth 31<sup>st</sup> March, 1982, (Ndokwa West) DELTA.

## WORK EXPERIENCE

- Dates (from – to) November 2020 to December 2021
- Name and address of employer **FIRST MARVELOUS DISCIPLE SCHOOL**  
44, Ajose Street, Round/About, Amukoko, Lagos.
- Type of business Educational Facility
- Position held **School Teacher**
- Main duties and responsibilities Class Teacher, English Language, Literature-in-English, Financial Accounting, Marketing and Civic Education Teacher.
  
- Dates (from – to) September 2017 to January 2020
- Name and address of employer **YAMPA NIGERIA LIMITED**  
11, Bashiru- Oweh Street, off Medical Road, Ikeja, Lagos.
- Type of business Travel Agency and Logistics
- Position held **Chief Accountant**
- Main duties and responsibilities Daily Account journal update. Ensure payments are processed in line with specific deadlines and requirements. Preparation of invoices, Payroll Management. Keeping and maintaining of inventory with the use of store cards.
  
- Dates (from – to) 2016 To September 2017
- Name and address of employer **CLACAAD NIGERIA LIMITED**  
Wholesale, Distribution, General Merchandise.  
4, Shomade Lane, Idumota, Lagos-Island, Lagos.
- Type of business Pharmaceuticals
- Position held **Account Officer**
- Main duties and responsibilities Daily journal update. Ensure payments are processed in line with specific deadlines and requirements. Preparation of invoices, Payroll Management. Keeping and maintaining of inventory.
  
- Dates (from – to) 2009- 2016
- Name and address of employer **DYS TROCCA VALSESIA & COMPANY LIMITED**  
*Ibafon Kirikiri, Apapa Oshodi Expressway Lagos*
- Type of business Building & Civil Engineering Contractors
- Position held **Account Officer.**
- Main duties and responsibilities 2013- 2016. Preparing Management reports to highlight issues and problems and distributing the reports to the relevant people; assessing how well the business is complying to rules and regulations and informing management of any issues that need addressing; travelling to different sites to meet relevant staff and obtain documents and information.

2011- 2013. **Account Clerk:** Preparation of Contract Accounts for Various Sites of the Company. Distribution of Cost Analysis Incurred to Various Sites of the Company. Preparation of Summary Report for Cost Allocation Charged to different Sites of both Senior and Junior Staff. Maintenance and Monitoring of Cash on Account of Work in Progress, Trade Receivables, Trade Payables

March 20<sup>th</sup> 2009 – January 31<sup>th</sup> 2011:  
**Industrial Training.** (Account Clerk)

- Dates (from – to)
- Name and address of employer
- Type of business
  - Position held
- Main duties and responsibilities

June 2003 To September 2005

**GOLDEN PENNY PASTA**

A Subsidiary Of Flour Mills Of Nigeria Plc,  
47, Eric – Moore Road, Surulere, Lagos.  
Foods and Beverages

**Warehouse Officer**

Daily journal update. Ensure payments are processed in line with specific deadlines and requirements. Preparation of invoices, Payroll Management. Keeping and maintaining of inventory with the use of store cards.

**EDUCATION AND TRAINING**

- Date
- Name of organization providing education
- Qualification obtained
  - Date
- Name of organization providing education
- Qualification obtained
  - Date (from-to)
- Name of organization providing education
- Qualification obtained
  - Date (from-to)
- Name of organization providing education
- Qualification obtained

2012 – 2016

**The University of Lagos.**

Akoka Yaba, Lagos.  
*B.Sc Accounting*

2006 – 2008

**The Polytechnic Ibadan.**

Ibadan, Oyo State.  
*Banking and Finance O.N.D.*

1995 – 2001

**Command Day Secondary School,**

Ojo Military Cantonment, Lagos.  
*Senior Secondary Certificate Examination.*

1989 – 1995

**Orile - Iganmu Primary School,**

Orile, Lagos.  
First School Leaving Certificate

**SOCIAL SKILLS  
AND COMPETENCES**

Remarkable skills in communication with people acquired in the work place. Habits and attitude toward teamwork, natural relationship and facility of communication, coordination of office staff and employees. Team spirit.

**OTHER SKILLS  
AND COMPETENCES**

Knowledge of Sage Accpac Accounting Software ,  
Peach Tree Accounting Package  
Microsoft Office (Word, Excel, Power-Point, Access).

**References:**

Mr. BENOIT KOUBLANOU  
THE PROTOCOL OFFICER  
Canadian Deputy High Commission  
4, Anifowoshe Street, Victoria Island, Lagos.  
Tel: 08023161308, 07062883234.