**CAROLINE MOSES**

No.32 Muazu Layout Yelwan Kagadama Bauchi, Bauchi State.

Phone: 08103692532 Email: Carolinemoses2017@gmail.com

**PROFESSIONAL SUMMARY**

A talented accountant with outstanding knowledge of financial reporting, in addition to great problem solving, analytical, and critical thinking skills, to effectively analyse documents, accounts, and transactions, and perform other duties excellently.

**PERSONAL DATA**

 Marital Status : Married

State of Origin : Kogi State

 Nationality : Nigerian

**SKILLS**

* Microsoft Word
* Report Preparation
* Data Collection
* Record Maintenance

**WORK EXPERIENCE:**

 **ENUGU STATE BOARD OF INTERNAL REVENUE 2021-2022**

* Collating, checking and analysing spreadsheet data - examining company accounts and financial control systems - gauging levels of financial risk within organizations - checking that financial reports and records are accurate and reliable - ensuring that assets are protected - identifying if and where processes are not working as they should and - Advertising on changes to be made
* Preparing reports, commentaries and financial statements - liaising with managerial staff and presenting findings and recommendations - ensuring procedures, policies, legislation and regulations are correctly - Followed and complied with
* Undertaking reviews of wages.

**INDUSTIRIAL TRAINING AT CORPORATE AFFAIRS COMMISSION MAITAMA F.C.T ABUJA 2017-2018**

* Verification and assessment of incorporation documents
* Attending to post incorporation applications/fillings - Maintenance of records and statutory fillings availability/name approval
* Handling litigations and compliance cases

**EDUCATION**

Kogi State Polytechnic National Diploma (ND) 2016

Community Secondary School Olowa (SSCE) 2012

Success Standard School (First School Leaving Cert.) 2006

**HOBBIES**

Travelling and Surfing the Internet

**REFEREES**

**BENJAMIN MUSA**

Heritage Bank Plc Regional,

I.T Support Associate,

Plot 14 Mohammed Bello Kirfi Street,

Heritage Bank Bauchi.

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**MR. LAWRENCE YAHAYA**

MD Lawson lee Aluminium Company Factory,

Idu Industrial Area F.C.T Abuja.

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