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| *PERSONAL DETAILS:*  ***Full Name:***  ***Aniekeme Edet Otu***  *Languages:*  **English (Excellent Verbal and Written)**  ***Availability:***  ***Immediately available to resume/join***  ***Mobility:***  ***Nationwide***  ***(All UAE Cities & Islands)***  ***Gender:***  ***Female***  ***Date of Birth:***  ***23rd/Sept/1986***  ***Marital Status:***  ***Single*** **Nationality:** **Nigerian** ***Leisure and Interests:***  ***Socials, Football, Music, Table Tennis*** | ANIEKEME OTU  **Mobile Contact:** 052 703 1683 **Email:** [anie\_otu@yahoo.com](mailto:anie_otu@yahoo.com)  **Emirates Location:** Abu Dhabi, United Arab Emirates  **JOUNIOR ACCOUNTANT**    CAREER SUMMARY/OBJECTIVE  Results-oriented team player professional with over 7 years post graduate outstanding work experience and 2years of professional experience in accounting and finance tasks, mainly on General Ledger, Reconciliation, petty cash.  with extensive knowledge of computer software, organizational abilities, strong effective communications skills, superlative office management, customer service, project support, and superb experience in business administration operating perfectly with little or no supervision seeking career where contribution of my quota will add strategic value to the development and consolidation of the organization vision and goals.  **EDUCATIONAL QUALIFICATIONS**   * **Bachelor of Science (B.Sc) Accounting [2010]** * **National Diploma (OND) Business Administration [2006]**   **KEY SKILLS COMPETENCIES**   * **Cashier/Account Payable and Receivables** * **Financial Analysis and Budget Management** * **Provision of Clerical, Secretarial and Project Support Coordinator** * **Office Management and Administration Services** * **C-Suite Personal Assistant Experience** * **Front Desk Executive/Receptionist** * **Superb Motivation and Results Oriented with Superior Working hours Flexibility** * **Workplace Management** * **Customer Service Relationship Management** * **Computer Software/Applications**   WORK EXPERIENCE  May 2018 – present **Accountant**  Consolidated Contractors’ Company  Abu Dhabi, UAE   * General Ledger Entries, Adjusting Entries and Provisions * Check and Verify financial data accuracy & documentations based on existing Contracts, Agreements, Documents and Company Standards * Verifying, Managing and Processing of Accounts Payable and Receivable and follow-ups through timely communication with clients and suppliers * Scrutinizing and Posting of Petty Cash * Preparation and processing of Payment for Supliers * Bank Reconciliation * Reconciliation of Inter-company Accounts * Other Administrative tasks as required   **1. Abu Dhabi City Golf Club, Abu Dhabi, United Arab Emirates [June 2014 – Feb 2017]**  Position: Hostess/Customer Service Support  **Achievements:**   * Performed and resolved complex customer services challenges interacted and accurately responded professionally to inquiries, requests and complaints. * Multitasked and prioritised daily workload inexhaustibly in meeting assigned tight deadlines. * Boosted daily sales and revenue through strategic creative methods informing patrons, high profile government and private executives and guests of each day specials, describing meal constituents, cooking methods, the gastronomic advantages and the concomitant health and well-being benefits.   **3. Central Bank of Nigeria (Yenogoa Branch), Nigeria [March 2011 – Feb 2012]**  Position: Administrative Assistant (NYSC Graduate Scheme)  **Achievements:**   * Systematic handled cash flows/budget floats, expenditure requests, and outstation allowances disbursement with high rectitude and financial transparency for audit compliance. * Planned and followed up on seats, laptops, PCs, telephones, Access badges and other accessories for Staff and Contractors in conjunction with Project Manager, Human Resources and IT Support.   **2. PETRAGON International, Nigeria [Feb 2012 – March 2014]**  Position: Secretary/Personal Assistant  **Achievements:**   * Organized and maintained diaries and made appointments. Coordinated arrangements for a variety of meetings, internally and externally, assembled appropriate files and materials as required. * Deputized for the manager, made decisions, delegated work to others in the manager's absence dealing with all levels in the organization with discretion and high level confidentiality. * Acted as the point of contact between the Manager and internal/external clients, Screened and directed phone calls and distributed correspondences accordingly and sourced office supplies. * Attended client meetings took dictation and minutes. Produced reports and presentations with superlative English proficiency using Microsoft Office suite * Arranged on request, appointments, visas, visits, travel and accommodation for the Team.   **4. Anibastu Ventures Nigeria [2007 – 2011]**  Position: Assistant Office Manager (Part Time)  **Achievements:**   * Excellent implementation of the office management systems and procedures including filing. * Organized divisional or departmental files of records, reports and correspondence required for reference and efficient operation of departments. * Maintained up-to-date management documentations, directives and related records, interpreted new directives, policies and informed appropriate personnel. * Organized and attended meetings and ensured the manager is well prepared for meetings.   **REFERENCES**  **Available on Request** |