

AJEH JOSEPH

WFO Rödl & Partner, (Dec. 2011 – Date)

1, Abayomi Durosinmi Etti Street, Off T.F Kuboye Road,
By Ocean Crest School, Marwa, Lekki, Lagos, Nigeria

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CAREER OBJECTIVE: To acquire experience general to all work organizations. I am an enterprising, target oriented, outgoing and highly innovative individual. I am a great team player with ability to work independently and learn quickly. I seek to invest my current skills and wealth of experiences in different fields targeted at achieving the organization's objectives and my personal career development.

AWARDS/TRAININGS:

- Certificate in Leadership and Management (BAU Research and Development Institute - Executive Education)
- National Workshop on Advancement of Fire Safety, First AID/CPR and Evacuation Procedure for Sustainable Economic Growth (Federal Fire Service, Lagos Command)
- Corporate Mails & Record Management (The Lagos Chamber of Commerce & Industry Business Education, Services & Training Unit – BEST)
- Leveraging on Technology (Sophia ERP Limited)
- Winning Actions and Control Awareness (Ndackson & Co. Trainers of bankers and professionals)
- Check Control and Fraud Prevention (Ndackson & Co. Trainers of bankers and professionals)
- Customer Service and Quality Control (First City Monument Bank Plc)

BIO-DATA:

Marital Status:	Married
Date of Birth:	23 rd November, 1980
State of Origin:	Benue
L.G.A	Ogbadibo
Permanent Home Address:	Ipole, Owukpa
Religion:	Christianity

ACADEMIC HISTORY:

S/N	SCHOOL ATTENDED	DATES	QUALIFICATIONS/GRADE
1	Institute of Chartered Accountants of Nigeria	2017	In view; (ACA).
2	BAU Research and Development	2017	Certificate in Leadership and Management
3	Nigerian Institute of Management	2014	Chartered
4	Lagos State University, Ojo, Lagos	2009/2010	B.Sc Accounting
5	Benue State Polytechnic Ugbokolo, Benue State	1999/2000	OND Accounts & Auditing
6	Owukpa, Community Secondary School, Ibagba	1996	SSCE
7	Unique Worldwide Training Institute, Lagos	2003	Diploma in Microsoft Word & Excel

WORK EXPERIENCE WITH DATES:

WFO Rödl & Partner, (Dec. 2011 – Date)

1, Abayomi Durosinmi Etti Street, Off T.F Kuboye Road,
Lekki Phase 1.

POSITION HELD: Office/Accounts Manager/EA to the Contact Partner

Brief description of responsibilities;

- Firm accounting—including payroll, management of payables and receivables, procurement management, reconciliation of internal and external accounts, banks' statements, general ledgers and pension plans.
- Preparation of monthly Management Accounts through Profit Commentary Reporting
- General firm administration
- Lead business development and marketing efforts
- Be a team player. Support team goals by participating in strategic meetings, discussing current engagements, providing marketing ideas and plans on how to handle inherent challenges.
- Cash projection and management
- Assisting and advising HR on all employee/personnel related issues
- Facility management

VISAFONE COMMUNICATIONS LIMITED (April 2011- Dec. 2011)

101, Ajose Adeogun Street,
Victoria Island,
Lagos

POSITION HELD: Shop Consultant/Ruim Reg. Executive

Brief description of responsibilities:

- Educate customers on the various services, products and handsets available
- Provide information to customers on special offers; make customers aware of different value-added services as well as the cost/benefits
- Ensuring the actualization of the sales-target of company's products/services
- Ensure all customers' documents submitted for acquisition of contract lines and data services are forwarded to customer care for vetting according to laid down procedures.
- Assist customers with queries and payment related challenges
- Generate and submit daily sales/customer care reports to the supervisor as well as ensuring customers satisfaction at all times
- Educating subscribers on the ruim registration process and requirements
- Proactively liaise with shops to ensure registration of all new activations as well as existing subscribers

CLAYARTS LIMITED (Jul. 2009 - Apr 2011)

10A, Adetokunbo Ademola Street,
Victoria Island,
Lagos.

POSITION HELD: Accountant/Personal Assistant to the MD

Brief description of responsibilities:

- Reconciling sales invoices with marketers' records, as well as banks' statements
- Preparing the company's Profit and Loss Account for the period
- Determining monthly budgets and profit margins
- Measuring actual performances against predetermined targets
- Organizing meetings between the MD and clients
- Representing MD at functions and meetings
- Arranging and confirming flight schedules for the MD
- Any other logistics as may arise from time-to-time

FIRST CITY MONUMENT BANK PLC (Apr. 2005 – Jul. 2009)

Plot 1661, Oyin Jolayemi Street,
Victoria Island, Lagos.

POSITION HELD: Head Teller/FT Officer

Brief description of responsibilities:

- Federal and States Government's collections (FIRS, PHCN, DUTIES etc)
- Paying and receiving cash, as well as cash and tellers management
- Proofing/periodic reconciliation of Accounts (internal and external)

SHALOM INT'L. MEDICAL CENTRE (Feb. 2003 – Apr. 2005)

Lekki Phase 1,

Lagos.

POSITION HELD: Company Secretary/Personal Assistant to the MD

Brief description of responsibilities:

- Preparation of medical reports and bills
- Managing the MD's itineraries
- Taking minutes of meetings
- Organizing business meetings between MD and clients
- Attending to all business calls and correspondence
- Any other logistics as may arise from time-to-time

Other Skills:

- Ability to learn quickly, think logically, analyze information and work efficiently
- Good marketing ability and highly customer-centric

HOBBIES:

Meeting people, listening to good music and playing football

REFERENCE:

1. Odaba David Odaba
Standard Chartered Bank Plc
Ajose Adeogun Street
Lagos
07068524463
2. Ebhomielen Joseph
Airtel Head Office,
Banana Island,Lagos
08022221146
3. Josephine Oboni
Head,
BPO (Business Process & Outsourcing),
WFO Roedl & Partner,
Lagos.
08023712863

