

**Mohammed,  
Adam  
HND (Accounting)**

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## PERSONAL PROFILE

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- Detailed-oriented Treasurer experienced in providing analytical expertise with comprehensive understanding of **International Trade Finance** as it relates to corporate treasury management.
- Passionate about optimizing processes to drive overall improvements

## Highlights

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- **Well experienced in Letters of Credit transactions and the Nigerian FX window market.**
- **Resourceful**
- **Hedging**
- **Innovative**
- **Treasury Management and Relationship development**
- **Managing all filing requirements**

## Experience

**NDDC – Uyo Central Office** (1 yr. National Youth Service) Sept. 2005 to Sept. 2006

**Position – Finance Officer (Trainee)**

### **Responsibilities:**

- Assisting in the preparation of budgets
- Managing records and receipts
- Reconciling daily, monthly and yearly transactions
- Preparing balance sheets (**support role**)
- Processing invoices
- Being a key point of contact for other departments on financial and accounting matters
- Supporting the Finance Manager and executives with projects and tasks when required

**Obasanjo Farms Nig .Ltd**

**Position – Accountant** June 2007 to December 2009

### **Responsibilities:**

- Preparation of Farm budgets and forecasts
- Assist with analysis of monthly financial reports and report on variances
- Ensuring prompt payment to and from suppliers
- Stock reconciliation for farm produce
- Managing payroll, statutory deductions, and tax returns
- Responsible for calculating cost pricing of work in progress stock items
- Assist management in budgeting, cash flow forecasts and financial reporting
- Maintain general ledger
- Conduct month end and year end close
- Preparation of monthly and year end general ledger reconciliations

**Nigerdock FZE (A JAGAL Company)**

**Position – Treasury Officer**

Sept 2009 to Sept 2010

**Responsibilities:**

- Perform treasury assistant functions and activities to the treasury department.
- Prepare and communicate all previous day banking activity.
- Assist and support treasury staff in physical cash counting activities.
- Check, inspect and verify daily cash transactions.
- Inspect, investigate and resolve discrepancies in cash transactions.
- Document all cash transaction activities.
- Perform opening and closing of cash daily.
- Check, verify and reconcile bank deposits and bank payments.

**Nigerdock FZE (A JAGAL Company)**

**Position – Assistant Treasury Manager**

Sept 2010 to Date

**Responsibilities:**

- Processing of All company Letters of Credit and other documentary credit transactions.
- Managed all short term cash flow and forecast for future.
- Administered bank accounts and opened new accounts.
- Established appropriate back accounts according to business requirements.
- Monitored online users and access rights to banking platforms.
- Determined bank fees and expenses, reviewed reports on month end and managed all discrepancies.
- Worked as an interface between back service providers and payroll.
- Headed Treasury Workstation Platforms.
- Maintained all documentation required for various internal and external auditors.

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## **Education/Professional Affiliation**

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**The Ramat Polytechnic Maiduguri**

Higher National Diploma in Accounting Yr 2014

**University of Ibadan (Consultancy services)** Post Graduate Diploma In Accounting & Financial Management Yr 2019

**Association of Corporate Treasurers (ACT)- *in view***

**Certified Treasury Professional (CTP) - In view**

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## **Some Major Projects Undertaken in NIGERDOCK with Treasury Team Actively Involved**

- **MOBIL SATELLITE FIELD DEVELOPMENT PROJECT(SFDP 1):** For the Engineering, Procurement and Construction of Oil Mining Platforms (Abang and Itut)
- **Single Buoy Mooring PROJECTS** for the construction of buoys and super structure. The project which the phase 1 is at the concluding stage.

- **Domestic Supply Obligation (DSO) Project** for the construction of MEREN and SONAM gas platforms for Hyundai Heavy Industries (HHI).
  - **OFON Project** for the construction of OFD3 and OFD5 platforms for Total E&P Nigeria Ltd
  - EGN-10-HCD-LET-000014 –EGINA Training Service Agreement (SAMSUNG)
  - EGINE FPSO Phase II Contract (SAMSUNG)
  - **EIFFEL Project** for the construction of offshore living quarters for the OFON platforms.
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**SKILLS**

**Computing:**

Word-Processing Packages  
Spreadsheet Packages

- Microsoft Word, Microsoft Access
- Microsoft Excel

Graphic Packages  
ERPs: Accounting Packages

- Microsoft Power Point
- Sage line 500
- Orion
- Peachtree

Referees:

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<b>Available on Request</b>	