

UTHMAN ALLOWONLE MUYIDEEN

OBJECTIVE:

To perform an active role in a dynamic and challenging work environment, so as to be able to contribute exceedingly to the overall goals of the organization while developing relevant skills to improve my input into the organization.

PERSONAL DATA:

Date of Birth: 9th September, 1986.
Sex : Male.
Marital Status: Single.
State of Origin: Kwara State.
Local Govt. Area: Ifelodun.

SKILLS & ABILITIES

Proficient in the use of Microsoft and ERP applications.
Understanding of and ability to work with policies and procedures of an organization.
Good personal skills such as: communication, teamwork, self-motivation, demonstrable initiative and result oriented.
Strong written and verbal communication skills.
High level of attention to detail
Ability to identify errors and reconciling accounting figures
Good understanding of fund accounting.

EXPERIENCE:

SALES SUPPORT STAFF, FBN GENERAL INSURANCE date]

[Jan 2020 Till

Ensure businesses brought in are booked.
Ensure timely settlement of Claims.
Time to time engagement with the Underwriters/Technical team.
Keeping track of transactions as brought by different SBUs.
Minutes taking during meetings held by or with the Sales Department.
Carries out other duties as may be assigned by the Group Head.

AUDIT STAFF (FREELANCE), ASAA ROYAL ASSOCIATES 2019]

[June – Dec

Examines taxpayer's financial statement.
Data extractions to ascertain the level of tax compliance of tax payers.
Analyze data provided by the tax payer.
Carries out spot checks as assigned.

INTERNAL AUDIT OFFICER (CONTRACT), VENTURE GARDEN GROUP 2019]

[Mar - May

To ensure strict compliance with internal audit principles.
Review bank reconciliation statement for internal audit purpose.
Carries out detailed transaction call over across the group.
Review of unrecognized general ledgers.
Carries out spot checks as assigned by the Head of Internal Audit Assist in preparing Internal audit reports with detailed findings and practical recommendations to strengthen the overall control of the company.
Assist in identifying control weaknesses; formulate recommendations for improvement and performed follow

-up work to ensure timely implementation.

HEAD OF INVENTORY – RAW MATERIALS UNIT, MEYER PAINTS PLC [Oct 2018 - Feb 2019]

Supervises and oversees Raw Materials Store Operatives for effective store operations.
Forecast materials requirement for production to the management.
Ensures the arrangement of raw materials store in compliance with ISO standard.
Implement various strategies to reduce cost of all inventory operations.
Reconciles stocks variance and ensure proper posting.

Ag. HEAD, INVENTORY UNIT, MEYER PAINTS PLC [Jul - Oct 2018]

Supervises the activities of Inventory unit.
Forecast materials requirement and products demand for the management.
Coordinates with both internal and external customers and maintained desired stock level
Ensures the arrangement of raw materials store in compliance with ISO standard.
Reconciles stocks variance and ensure proper posting
Implement various strategies to reduce cost of all inventory operations
Notifies Technical team on re-working of old product to meet up request and generates revenue for the organization.

FINISHED GOODS STORE KEEPER, MEYER PAINTS PLC [Dec 2017- Jul 2018]

Monitors stock holding for organization and manage warehouse functions.
Receives and issues out product to both internal and external customers including regional depots
Assist commercial teams to maintained efficient and optimal product supply.
Posting of the received and issued products on the ERP software
Supervises and oversees Finished Goods Store Operatives for effective store operations.
Reconciles stocks variance.

BANK RECONCILIATIONS OFFICER/FINANCE ASSISTANT, GREENWICH TRUST LIMITED [Apr 2016 - Dec 2017]

Reconciles banks statements and carry out detailed transactions call over.
Raising and posting of Journal.
Prepares vouchers and cheques for payment.
Assist in preparing financial report

FUND OPERATIONS OFFICER, GREENWICH ASSET MANAGEMENT LIMITED [Sept 2017 - Oct 2017]

Keeps and updating of Funds register.
Ensure accurate daily Net Asset Value calculations
Prepares and send Funds daily report to the regulatory bodies and Fund Managers Association.
Performs cash reconciliation with those of Fund custodians and banks
Assist in calculating periodic and annual dividend and capital gain distribution.
Ensuring trades, allocations, reporting and settlements are all in accordance with our compliance requirements.

OPERATIONS ASSISTANT, GREENWICH SECURITIES LTD [Nov 2016 - Apr 2017]

Opening of accounts.
Process client's request and correspondences.
Process shares certificate verification, dematerialized and dividend revalidation and claim.
Proper documentation of documents and others as may be assigned.

TEAM MEMBER DOCUMENT MANAGEMENT, GREENWICH TRUST LIMITED [MAY 2015 – JUL 2015]

Responsible for receiving, sorting, scheduling and scanning of documents.
Digitization of documents.

TEACHER, FRIENDSVILLE HIGH SCHOOL. [Jan 2015 – May 2015]

Responsible for teaching of Economics as a subject, support, observe and record the progress of the class.

EDUCATION:

NATIONAL YOUTH SERVICES CORPS – L.A GRAMMAR SCHOOL, IBOKUN, OSUN STATE.
(2013 – 2014)

KWARA STATE POLYTECHNIC – ILORIN, KWARA STATE. – HIGHER NATIONAL DIPLOMA
Public Administration – Upper Credit (2011 – 2013)

KWARA STATE POLYTECHNIC – ILORIN, KWARA STATE. – NATIONAL DIPLOMA
Public Administration – Upper Credit (2008 – 2010)

SENIOR SECONDARY SCHOOL CERTIFICATE (WAEC GCE) (2007)

SENIOR SECONDARY SCHOOL CERTIFICATE (WAEC GCE) (2006)

**AJASE-IPO COMPREHENSIVE HIGH SCHOOL – AJASE-IPO, KWARA STATE. – SENIOR
SECONDARY SCHOOL CERTIFICATE (1999 - 2005)**

**OLUMAYOKUN NUR/PRY SCHOOL – OMUPO, KWARA STATE. – FIRST SCHOOL LEAVING
CERTIFICATE (1993 - 1999)**

**ADDITIONAL
QUALIFICATION:**

Institute of Chartered Accountant of Nigeria (ICAN) - In view
Nigerian Institute of Management (Chartered) – Proficiency Certificate in
Management. (2014)

TRAINING:

SAGE ERP 1000 USERS, CERTIFICATE OF TRAINING – Synergy Systems
Limited 2018

LEADERSHIP:

Vice-President, Anti – Corruption Community Development Group, Obokun LGA,
Osun State. (2014)

General Secretary, Muslim Corpers Association of Nigeria, Obokun LGA, Osun
State. (2014)

Assistant Secretary, Muslim Corpers Association of Nigeria, Obokun LGA, Osun
State. (2014)

Chairman, Independent Electoral Committee, Public Administration
Department, Kwara State Polytechnic. (2013)

Tutorial Coordinator, Public Administration Muslim Students Association,
Kwara State Polytechnic. (2012 - 2013)

HOBBIES:

Reading, Travelling and Meeting new people

REFEREES:

Available upon request.