

# ISAH UMAR MAIGARI

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## CAREER OBJECTIVE:

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To proffer world class solutions that will facilitate the accomplishment of my organization's corporate goals.

## BIO DATA:

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<b>Date of Birth:</b>	22 <sup>nd</sup> November, 1993
<b>State of origin:</b>	Gombe State
<b>Nationality:</b>	Nigerian
<b>Gender:</b>	Male
<b>Marital Status:</b>	Single
<b>Languages Spoken:</b>	English and Hausa

## EDUCATIONAL QUALIFICATIONS

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<u>2018-2019</u>	<b>BAYERO UNIVERSITY, KANO</b> Master of Business Administration (MBA-Project Management)
<u>2012 - 2016</u>	<b>BAYERO UNIVERSITY, KANO</b> B.Sc. Business Administration (2:1)
<u>2004 - 2010</u>	<b>KANO MODEL SCHOOL, KANO</b> West African Senior Secondary Certificate
<u>1999 - 2004</u>	<b>DR. HASSAN IBRAHIM GWARZO NURSERY AND PRIMARY SCH</b> First School Leaving Certificate

## PROFESSIONAL QUALIFICATIONS

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<u>In View</u>	<b>INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)</b> Member-Student
<u>Sep. 2017</u>	<b>NIGERIAN INSTITUTE OF MANAGEMENT (NIM)</b> NIM-NYSC Graduate
<u>Feb.-Sep. 2016</u>	<b>IMPERIAL LEADERSHIP SCHOOL</b> Professional Diploma in Project Management

## I.T CERTIFICATIONS

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<u>2014</u>	<b>BAYERO UNIVERSITY, KANO</b> DEPARTMENT OF BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP Management Information System (M.I.S) Certificate
<u>2012</u>	<b>GATEWAY COMPUTER TRAINING INSTITUTE, KANO</b> Diploma in Information and Communication Technology
<u>2004</u>	<b>HANDS-ON INSTITUTE OF INFORMATION TECHNOLOGY, KANO</b> Certificate in Basic Computer Appreciation

## **NATIONAL YOUTH SERVICE (NYSC)**

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2016 – 2017

### **BAUCHI STATE INTERNAL REVENUE SERVICE (BIRS) TAX COLLECTION AND ACCOUNT DIRECTORATE**

**Designation:** T.C.A Trainee

**Job Description:** I worked directly with the head of Tax Collection and Account Directorate where I performed Finance and Account as well as other related Tax Administration functions. In addition I actively participated in Community Development Service. The CDS is a programme embodying economic and social objectives, which identify, coordinate and utilize all available human and material resources for optimum community benefit.

## **WORK EXPERIENCE**

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Nov. 2021 - to date

### **KANO ELECTRICITY DISTRIBUTION COMPANY (KEDCO)**

**Designation:** Assistant Cash Control Officer

**Job Description:** Reporting to the Regional Finance and Accounts Officer, I'm charged with the responsibility of Revenue Accounting and Reporting which I deliver by:

- Controlling cash collection lodgments and team management;
- Monitoring and reconciliation of E-channels platforms;
- Making reconciliation of cash collection monthly;
- Ensuring complaints resolution for their party collectors;
- Managing Sales Representatives' complaints and forward a weekly report;
- Ensuring adherence to processes and procedures;
- Any other responsibility that may be assigned by RF&AO.

Jan. 2021 – Oct. 2021

### **GRM CONSULTING LIMITED-ABUJA.**

**Designation:** Associate Consulting Officer II

**Job Description:** Participating in the Financial Accounting and Reporting Services of six (6) major clients, the main responsibility vested in me is the handling of Clients' 'Payment Process' which involve:

- Processing Accounts Payable/Vendors Payment;
- Processing Staff Payment;
- Processing Internal Admin Request;
- Managing Retirement of staff Cash Advance/Expenses;
- Preparing Schedule of Outstanding Payments;
- Billing of Invoice Payable into QBs;
- Preparation of Daily Disbursement Report;
- Reconciliation of Payables, Accruals and Prepayments;
- Other Additional One-Off Responsibilities as they Emerge.

May, 2018 – Oct. 2019

### **DEPARTMENT FOR INTERNATIONAL DEVELOPMENT, UKaid-DFID MAFITA PROJECT-KANO**

**Designation:** Business Development Service Provider (BDSP)

**Job Description:** Attached to a Mafita-Project MSE-Cluster, the roles I execute as BDSP include:

- Develop Business Plan in coordination with MCPs to achieve revenue goals;
- Analyze the MSE-Clients' current and past budgets, expenses, sales, revenues and product deficiencies in order to provide recommendations for business growth and problem resolution;
- Research the market on behalf of MSE-Client to identify new business opportunities;
- Develop business proposals for new and existing MSE-Clients;

- Help MSE-Clients develop in-depth knowledge about business development strategies, marketing activities and industry trends;
- Compile and submit progress reports in line with Mafita-DFID procedures;
- Provide other support, as deemed necessary.

Sep. - Nov. 2016      **MOBILISING FOR DEVELOPMENT (M4D) – DFID  
SEDPIQ PROJECT**

**Designation:** Finance & Administration Assistant (Volunteer)

**Job Description:**

- Provision of comprehensive financial management and administrative support to the project team;
- Coding invoices and other project expenditures;
- Ensuring that project expenditures are adequately tracked according to the agreed project budgets;
- Keeping relevant project staff informed of incoming and outgoing project funds;
- Managing purchase of project equipment according to M4D-DFID procurement procedures;
- Maintaining a system for signing project equipment in and out and ensuring it is up-to-date;
- Preparing in a timely manner accurate project financial report as required by the donor as well as for internal monitoring processes;
- Providing other support, as requested.

Oct. – Dec. 2015      **KANO STATE BOARD OF INTERNAL REVENUE  
KANO CITY-WEST AREA OFFICE**

**Designation:** Undergraduate Trainee

**Job Description:**

Eight-week students’ Industrial Training where I was attached to Kano State City-West Area Office of the Internal Revenue Board and worked directly with the Area Officer whose duties include maintaining and keeping of staff records, general personnel management, tax assessment and collection, issuance of Tax Clearance Certificates (TCC), channeling tax payers’ complaints and suggestions to departments vested with similar responsibilities, dialogue with all tax stakeholders, preparing monthly reports of the activities of the area office and submitting such reports to the headquarter before 10<sup>th</sup> of the beginning month.

**EXTRA-CURRICULAR ACTIVITIES**

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2016 – 2017      **NATIONAL EMERGENCY MANAGEMENT AGENCY (NEMA)  
COMMUNITY DEVELOPMENT SERVICE (CDS)**

NYSC-NEMA Vanguard

2016 – 2017      **MUSLIM CORPERS ASSOCIATION OF NIGERIA (MCAN)  
BAUCHI STATE CHAPTER**

Business Chairman

Sep. 2015      **WORLD TRADE ORGANIZATION (WTO) MOCK SUMMIT  
DEPARTMENT OF POLITICAL SCIENCE, BUK  
MEMBER-Fund Raising Committee**

## **PUBLICATIONS**

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- 2019 Postgraduate Research Thesis: ‘The Effect of Government Intervention Programmes on SMEs’ Performance in Kano Metropolis’.
- 2016 Undergraduate Research Project: ‘The Impact of Banking Products on the Survival of Nigerian Banks. A Study on First Bank Nigeria Plc’.

## **COURSES AND TRAININGS ATTENDED**

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- 2019 **MAFITA PROJECT, UKaid-DFID**  
3-Day Intensive Capacity Building on ‘Business Clinic Initiative’
- 2018 **MAFITA PROJECT, UKaid-DFID**  
Mentors’ Training, Mafita Beneficiaries’ Career-Orientation Day
- 2016 **FEDERAL MINISTRY OF FINANCE**  
2-Day National Revenue Retreat (NRR)  
Theme: Enhancing Revenue Generation for Sustainable National Development
- 2015 **AUDIT HOUSE (Auditor General’s Office), ABUJA**  
**SECURITIES AND EXCHANGE COMMISSION, ABUJA**  
**NATIONAL PENSION COMMISSION, ABUJA**  
Students’ Excursion organized by the Nigerian universities accounting students association (NUASA)
- 2012 **CENTRAL BANK OF NIGERIA**  
**ENTREPRENEURSHIP DEVELOPMENT CENTRE, KANO**  
Leadership and Business Development Training

## **HOBBIES**

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Reading, Conducting Research, Traveling and Playing Football.

## **REFEREES**

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**MUHAMMAD UMAR MAIGARI, FCA**  
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**MUSA ABDULLAHI BAYERO, PhD**  
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**MUKHTAR BABA**  
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