

AUGUSTINE AKPAN, HND, MBA, MICA
16, KARIMU LAKA STREET, EGBEDA, LAGOS.
TEL: 234 803 726 9455, 0817 319 2783. Email: aakpan@ymail.com

CAREER OBJECTIVE

To be a dynamic and prolific team player in a reputable organization that allows employee's initiative, while developing my skills further.

PERSONAL DATA

STATE OF ORIGIN: AKWA-IBOM
L.G.A: IKOT ABASI
DATE OF BIRTH: AUGUST 4TH, 1980
MARITAL STATUS: MARRIED

EDUCATIONAL QUALIFICATION WITH DATES

LADOKE AKINTOLA UNIVERSITY OF TECHNOLOGY MBA in Financial Mgt	OGBOMOSO, OYO STATE 2021
INSTITUTE OF CREDIT ADMINISTRATION MEMBER (MICA)	2020
LAGOS STATE POLYTECHNIC HND ACCOUNTING	IKORODU, LAGOS STATE 2017
LAGOS STATE POLYTECHNIC OND ACCOUNTING	IKORODU, LAGOS STATE 2009
NIIT (CERTIFICATE IN BASIC COMPUTER)	VICTORIA ISLAND CENTRE 2002
GENERAL CERTIFICATE EXAMINATIONS: (G.C.E)	1999
OJOKU HIGH SCHOOL, TOLU, S.S.C.E	OLODI APAPA, LAGOS STATE 1998
TOLU PRIMARY SCHOOL, TOLU, F.S.L.C.	OLODI APAPA, LAGOS STATE 1992

PROFESSIONAL EXPERIENCE

STI LEASING LIMITED **22, KEFFI STREET,** **JUN, 2013 – TILL DATE**
IKOYL, LAGOS.

UNIT HEAD, LEASE & OPERATIONS DEPT.

LEASE & FLEET MGT. OFFICER

- Prepare and Process Lease & Credit Appraisal Memo,
- Conduct Lease & credit risk assessment and rating of various customers,
- Review of Lease & Credit Proposals and ensure all lease/credit comply with organization Lease & credit policy.
- Lease/Credit Administration and Control,
- Coordinate/Assign Job activities for drivers (Operating Lease).
- Supervise and Monitor fueling of Operating lease fleet vehicles
- Weekly inspection of operating fleet vehicles,
- Monitor and supervise maintenance of fleet vehicles

ROSABON FINANCIAL SERVICES. **32, MONTGOMERY ROAD,** **OCT, 2011 – JUN, 2013**
YABA.

DEPARTMENT: CREDIT.

CREDIT ADMIN OFFICER

- Process Clients Personal Loan Applications,
- Process Clients LPO Applications
- Loan Restructuring. Monitor the execution of LPO transactions.
- Follow up customer repayments
- Prepare and Process Credit Analysis/Approval Memo,
- Monitoring the execution of LPO transactions.

MESSRS ANYI OYENI & CO **19, IJERO ROAD** **AUG, 2010 – AUG, 2011**
OFF APAPA ROAD
EBUTE-METTA WEST

AUDIT TRAINEE

- Filing of Various Tax Returns, Accounting Software Training
- Manage Clients Accounting Database, Handling of Tax and Pension matters
- Preparation of salary, General Admin routine and Handling Imprest Accounts

CANTSTOP NIG. LTD **4, ABIBU OKI STREET,** **MARCH 2009 – JULY 2010**
OFF ADENIRAN OGUNSANYA,
SURULERE.

ACCOUNTS OFFICER

- Accounts Reconciliation, Preparation of Salary, Posting of Daily Invoice and Receipts
- Reconcile Branch Accounts, Stock Inventory Management
- Accounts reconciliation and keeping of subsidiary, control and general ledgers and cash management, Preparation of salary and liaise with contractors
- Liaising with External Auditors during periodic and annual audit, Audit branch accounts and activities, Supervise maintenance of all office equipment, fixed asset management
- Prepare daily, weekly, monthly, quarterly, and yearly report for management decision

MAYFIELD MFB. LTD **80, ADENIRAN OGUNSANYA** **JAN, 2008 – FEB, 2009**
SURULERE.

AUDIT ASSISTANT

- Call over of deposits and withdrawals slips, Vet inventory purchase and petty cash vouchers
- Spot check on tellers and tills, Vet account opening package, Periodic check on stock and inventory

ACCOUNTS/ADMIN ASSISTANT

- Stationery and inventory management, Handling daily routine expenses and General Admin routine
- Liaise with CBN and NDIC on Monthly Returns, Preparation of salary and Handling of Tax/Pension matters

HANGOUT ENTERTAINMENT **5, ALADE CLOSE,** **SEPT 2005 – DEC 2007**
OFF, ADENIRAN OGUNSANYA,
SURULERE, LAGOS

FINANCE & ADMIN DEPT.

ACCOUNTS/ADMIN ASSISTANT

- Stationery and inventory management, Handling daily routine expenses and General Admin routine
- Preparation of salary and Handling of Tax/Pension matters, Posting of Daily Invoice and Receipts
- Supervise maintenance of all office equipment, fixed asset management
- Prepare daily, weekly, monthly, quarterly, and yearly report for management decision

STALLION GROUP **270A, AJOSE ADEOGUN** **APRIL 1999 – AUG 2005**
VICTORIA ISLAND

CLEARING DEPT.

CLEARING ASSISTANT

- Liaise with shipping company and inspection agents, Processing of Forms M and other related import documents
- Processing of shipping documents with banks, Processing of custom duties

ACCOUNTS/ADMIN DEPT.

ADMIN ASSISTANT

- Assist in computation of staff salaries, Stationery and inventory management
- Handling of daily petty expenses, General admin routine

PROFESSIONAL AFFILIATION/TRAININGS ATTENDED/ICT PROFICIENCY

TRAINING ATTENDED

EQUIPMENT LEASING ASSOCIATION OF NIGERIA (ELAN)

Fleet Management & Transport Operations **MAR, 2015**

Lease Documentation & Compliance under ELA Act 2015 **JAN, 2017**

ICT PROFICIENCY

Peachtree Accounting, Lease Manager, Integrated Business Solution (IBS) Software, Microsoft Office

ACHIEVEMENTS

- Design product paper for Personal Loans
- Managed the risk exposure of my current employer to single digit
- Currently supervising 20 drivers fleet management/operating lease
- Managed the Lease & Operations department for over a year in the absence of HOD
- Multitasking in the area of managing the general office operations and credit/lease department, supervising the janitors and security guards.
- Versatile in ICT, Internal Control, Human Capital Administration and General Office Practice

HOBBIES/REFEREES

HOBBIES: Reading, Sports, Music and Travelling

REFEREES: Mr. Omosofe Gabriel Sunday

CFO
STI Leasing Limited
22, Keffi Street,
Ikoyi, Lagos
08038686935, 08090565693

Mr. Michael David
Fleet Supervisor
MTN Nigeria Communications Plc.
Golden Plaza
Falomo Lagos
08032003564