

CONTACT

ALARA, Kabiru Bidemi

📍 44, Adeshiyan Street, Ilupeju Palmgrove, Mushin, Lagos, Nigeria.
☎ +2348024603401
@ kbpounds@yahoo.com

OBJECTIVE

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

EXPERIENCE

1st/July/2007 - Till
date

- **Accounts Officer**
MASODAK ASSOCIATES
 1. Handle daily disbursement of petty cash
 2. Managing staff payroll
 3. Managing account receivables
 4. Supervising account payables to ensure that purchasing and payment procedures are compiled with.
 5. Reconciling of monthly bank statement
 6. Monitoring of daily Invoices and tellers
 7. Keeping of inventory and manage maintenance of office equipments
 8. Documentation of files and mail correspondence.
 9. Maintain client confidence and protect operation by keeping financial information confidential
 10. To exercise general control over all activities in stores department
 11. Manage staff schedule of contributions
 12. Perform other duties, general office administration and staff welfare duty as required.
 13. Managing statutory deductions and remittance to Pension Fund Administrator.
 14. Managing statutory payments: Value Added Tax, Withholding Tax, Industrial Trust Funds, National Social Insurance Trust Funds, Pay As You Earn, Corporate and Education Tax. Related Party Transactions, Budget and Forecast.

1st/February/2004 -
30th/December/2006

- **Accounts/Sales Officer**
TAOQUTA NIGERIA LIMITED
Timely payment of loans, grants and bills.
Provision of reliable and pertinent information for organizing and allocating funds.
Controlling of capital expenditures in all departments improving transparency and accountability.
Duty to pinpoint assets and respond to risks that might affect the achievement of the organization's goals
Provision of information that is comprehensive enough to satisfy the customer.
Duty to reassure customers about the quality and worth of the product or service that they are interested in.
The proper handling of customer complaints and proceed to address it in an ethical manner.
Duty to make a good impression and appreciated when their concerns are addressed.
Handling inquiries related to a new client

EDUCATION

2012--2014

- **GRACE POLYTECHNIC**
Higher National Diploma in Accounting

2002--2004

- **LAGOS STATE POLYTECHNIC (LASUSTECH)**
National Diploma in Accounting

1991--1997

- **ILUPEJU COLLEGE ILUPEJU**

1986---1991

- **MUSHIN PUBLIC SCHOOL**
First School Leaving Certificate

SKILLS

- Data entry management and confidentiality.
- Good bookkeeping skills.
- Ms Office Suite.
- Perfect knowledge of internet.
- Attention to details and pressure management.
- Ability to work under less supervision.

ACHIEVEMENTS & AWARDS

- Procurement & Logistics Certificate : Accredited Course by Chartered Institute of Logistics & Transport UK (2022)
- Certificate of Membership: World Economic Association UK (2021)
- Certificate of Membership: National Institute of Credit Administration of Nigeria (2016)

INTERESTS

- Travelling, Internet Surfing and Volunteering

REFERENCE

- **Mr. Ige Ibrahim Adewale - Universal Trading Inspection Services**
Chief Executive Officer
utis232019@gmail.com
+2348062268424
- **Mr. Oladapo Owolewa - Lifeful Medical Centre**
Pharmacist
abdulmojeedowolewa07@gmail.com
+2348088337271
- **Mr. Ganiyu Jamiu - Grace Polytechnic**
Lecturer
jamiuganiyu19@gmail.com
+2348023409063