

KENNEDY EROMOSELE USIGBE

CAREER OBJECTIVES:

To provide solutions that will enhance the accomplishments of my organization's corporate goals and develop my skills for maximum input.

SKILLS AND COMPETENCIES

- Excellent written and verbal communication skills.
- Proficiency in data entry, analysis, and management.
- Excellent numerical skills
- Ability to operate common office equipments.
- Good knowledge of Microsoft office packages.
- Ability to learn and adapt quickly.
- Ability to work in a team and independently and produce good result.
- Knowledge of SAP.
- Good interpersonal skills.

ACADEMIC PROFILE

University of Benin, Nigeria

B.Sc Accounting with 2nd class Honours
(Lower Division) 2003 – 2007.

Akenzua II Senior Secondary School.

Senior School Certificate Examination
(SSCE) 1995 -2000.

REFEREE

Richard Adesola

Branch Manager

Grooming Centre

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CONTACT DETAILS

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EMPLOYMENT HISTORY

1. GROOMING CENTRE (Micro-finance Institution) – August 2019 till date

POSITION: Loan Officer

RESPONSIBILITIES;

- Promote/market grooming centre products and services to prospective clients.
- Disbursement of loan to qualified clients.
- Meeting with clients to determine their specific loan needs.
- Analyzing the financial data of clients business.
- Daily collection of loan repayment and savings from clients.
- Submission of loan applications to branch manager with recommendations for approval or rejection.
- Managing of loan recovery from active and written off clients until the last payment.
- Assessing the impact of loans before renewal.
- Daily /weekly and monthly reconciliation of ledgers with branch process automation (BPA).
- Proper follow up on loan repayment.
- Gathering of loan information based on specific loan need.
- Loan initiation, processing, monitoring and repayment.
- Visiting and evaluating potential clients businesses.

- Performing other duties that may be assigned by the branch manager.

2. SERVTRUST LIMITED (Guinness Contractor). April, 2014 – June, 2019

POSITION: Warehouse Officer

RESPONSIBILITIES:

- Keeping accurate records of items received or dispatched in accordance with established procedure.
- Recording of all stock items issued out to packaging department.
- Preparation and circulation of daily stock report using spreadsheet (MS Excel).
- Ensures that stocks are issued out on FIFO.
- Performs weekly reconciliation of physical stock with inventory balance (SAP) .
- Ensures that stock items received and issued are posted in and out of SAP respectively.
- Performs quarterly, midyear and year end stock count and partake in preparing yearend inventory report.
- Ensures adequate record keeping and manage all documentation to confirm proper stock level and maintain inventory control.
- Enter and retrieve data from a computerized inventory control system using SAP.
- Ensure that proper maintenance and management of the warehouse is carried out in accordance with company standard.
- Keeping accounts of damaged and expired stocks properly and keeping such quarantined stock in designated storage area to avoid mix up with regular saleable stock.
- Issues out stocks with waybills duly signed.
- Maintains daily and weekly stock count of all stock items and submit stock report to the warehouse manager.
- Controlling of forklift operational activities within the warehouse.
- Ensures no unauthorized person(s) is allowed into the warehouse.
- Build and maintain positive working relationship with my co-workers and the public using principles of good customer services.
- Ensures that the store is properly arranged and stocks are well labeled and demarcated.
- Ensures that sorted stocks are stacked in the storage areas according to the stock keeping unit (SKU).
- Daily reconciliation of stocks issued to packaging with packaging supervisor.
- Ensures that the monthly stock report is submitted to the warehouse manager at most on the 1st of each month
- Performs other related duties as assigned by the warehouse manager.

