

## MANAGER FINANCE / ACCOUNTS

# JIMOH AISHA AINA

Block 10, Kayes street, Wuse, Zone 1 Abuja Nigeria  
+2348038940863  
aishaainajimoh@gmail.com

## PERSONAL DATA

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Date of Birth: 2nd January 1987  
State of Origin: Kogi State  
Local Govt. Area: Okehi  
Sex: Female

## CAREER OBJECTIVE

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Versatile Business Administration graduate with years of active working experience in business administration. I am a committed team player and critical thinker with strong interpersonal and communication skills. I have an energetic approach to work and enjoy challenges. I take pleasure in and enjoy immeasurably whatever task I am positioned to do.

## WORK HISTORY

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*Aug. 2017 – June 2019*

### **Eugenics Academy**

*Support Staff*

- Assist other staff in carrying out administrative duties eg Teaching, Record Keeping, Editing of Examination, Preparing of Report Cards etc.

*Dec. 2016 – May 2017*

### **Resuscitate Hospital Gwagwalada Abuja**

*Administrative Staff*

- Prepared regular reports on office expenses and budget
- Monitored and maintained office equipment, inventory supplies and ordering of office supplies as needed.
- Created, maintained and updated personnel records, financial records and other records and databases

*June 2015 – April 2016*

**ECOWAS Commission Abuja, Nigeria**

*NYSC Staff (Directorate of Conference and Protocol Office)*

- Managed the administrative functions of the office, including maintaining paper and electronic files
- Assisted in the preparation of conference hall for meetings
- Other duties as assigned by the director.

*Nov. 2014 - April 2015*

**Eugenics Academy, Abuja**

*Administrative Officer*

- Assisted the School's Principal in the budgeting process and financial control
- Controlled the school budget, supervised the collection of fees and revenue for the school
- Assisted the Principal with the procurement of school uniforms, textbooks, teaching materials etc.
- Assisted in the management of the schools inventory and managed the workflow and documents in the general office
- Performed other duties as assigned by the principal.

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**EDUCATION**

*September 2014*

**University of Abuja**

B.Sc. Business Administration

2<sup>nd</sup> Class Lower Division

*June 2003*

**Government Secondary School Tudun Wada Abuja**

West African Senior School Certificate

July 1997

**LEA Primary School Wuse Zone 2, Abuja**

First School Leaving Certificate

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**SKILLS**

Computer Skills – Microsoft Office Suite

Goals and Detail Oriented

Team Management and Interpersonal Skills

Creative and Analytical Thinking

Communication

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**HOBBIES/INTEREST**

Travelling

Interior decoration

Networking  
Fashion

## REFERENCES

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**Brig Gen MD Yusuf**

08073555555

[mohdyusufng@yahoo.com](mailto:mohdyusufng@yahoo.com)

**Alhaji Shehu Amin**

08066769696

**Hadiza Musa Baba (Mrs)**

08036551820