

MUSTAPHA ATTAH

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SUMMARY

A dependable, self-motivated, and vibrant accounting graduate with strong analytical skills to identify problems, manage projects, design solutions, and implement change, whilst ensuring a high level of professional ethics, integrity, and moral standard, with a ready to learn mindset, who has honed valuable professional skills such as preparation of Financial Statements in compliance with IFRS, computation of ratio/trend analysis, interpretation of Financial Statements, preparation and analysis of payroll, preparation of bank reconciliation statements, vouching and verification of transactions through the use of source documents amongst other things.

SKILLS

- Planning and Prioritization
- Operational and Financial Reporting
- Verbal and Written Communication
- Sensitive Document Disposal
- Data Entry
- Time Management
- Analytical Thinking
- Accounting Management Assessment
- Financial Statements Review
- Financial Statements
- Discrepancy Reconciliation
- Financial and Regulatory Consulting
- Processing Checks and Invoices

EXPERIENCE

08/2021 to 07/2022

Administrative Officer

Emenogu Great Nigeria limited – Imo, NG

- Automated office operations, managing internal communications, correspondence, record tracking and data analysis.
- Monitored office inventory to maintain supply levels.
- Planned staff and training meetings and scheduled conference rooms.
- Managed physical and digital files, monitored spreadsheets and updated reports to coordinate project materials.

02/2021 to 07/2021

Office Assistant

Simba Group – Lagos, NG

- Scheduled and confirmed appointment
- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.
- Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process.
- Overseeing clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.

1/09/2022 to 01/07/2023

Accountant

Top hill Hotel and Suites – Lagos, NG

- Preparing Report on sales in all sectors of Hotel on daily basis
- Monitoring and recording of hotel stock
- Preparation of income and expenditure report
- Preparation and Reconciliation of accounts.

1/07/2023

Manager

Top hill Hotel and Suites – Lagos, NG

- overseeing the daily operations of The hotel, ensuring efficient management, and providing strategic direction
- promoting and marketing the business, including developing ways to attract new customers.
- recruiting, training and supervising staff
- planning maintenance work, events and room bookings.
- Managing Budgets as well as maintaining statistical and financial records.
- meeting guests and responding to complaints and queries
- ensuring compliance with health and safety legislation and licensing laws.

EDUCATION AND TRAINING

02/2021

Bachelor of Science: Accounting

Kogi State University Anyigba – Kogi State, NG

01/2017

Certificate of Computer Training (CCT)

New Dynamic ICT Center – Kogi State

05/2015

Senior School Certificate Examination (SSCE)

Community Secondary School – Kogi State

REFERENCES_

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