**Curriculum Vitae**

**MY OBJECTIVES**

To strive with excellence and precision in the firm where my innate abilities will be put to use for the benefit of the organization. Seek a role of an accountant that will challenge my thinking, sharpen my intellect, and ensure my profession and personal development, for a long term growth.

**WORKING EXPERIENCE:**

**ORGANISATIONS**:

**YOBE PEACE AND COMMUNITY DEVELOPMENT INITIATIVE ( YOPCODI ) NGO March 3rd 2023**

**Position :( Education officer) 2**

**RESPONSIBILITIES AND ROLES**

* **I make briefings and reports to my coordinator both weekly and monthly center activities /operations**
* **I supervice all related activities to make sure that its adhering to the organisation laid down rules for development.**
* **I hold and organise meetings with the respective stake holders and care givers concerned**
* **I work hand in hand with the project coodinator for effective impact**
* **I conduct initial damage assessments in the aftermath of the impact of a hazard to identify emergency/disaster relief requirements.**

**I coordinates surveys in disaster areas to determine damage to property and repair or reconstruction requirements.**

* **I provide logistics support to emergency relief activities by procuring needed items of relief**
* **I oversee community emergency response team (CERT) operations.**
* **I monitor the repair of building and infrastructure to ensure speedy rehabilitation of the population to normal activity in the shortest possible time.**
* **I monitor, response and recovery activities involving the use of disaster related equipment such as pumps, power-saws, etc.**
* **I ensures Health and Safety precautions are taken in the execution of emergency response operations.**
* **I develop and maintains a database of information relating to all phases of disaster management.**
* **I map out, using GPS technology, all critical facilities within the Municipal Corporation (eg. Health facilities, community centres, designated shelters, schools, police stations, fire stations etc.).**
* **I Map out, using GPS technology, all vulnerable populations within the Municipal Corporation (eg. homes for the aged, orphanages, differently-abled persons, and aged persons living alone).**
* **I Conduct Community Emergency Preparedness programmes.**
* **I do frequent journeys to areas or center of project implementation**
* **I do frequent calls to centers in order to maintain smooth center operations**
* **I provide technical support in the areas of education in emergencies to teachers, volunteers and community members engaged in the project.**
* **I closely collaborate with the concerned stakeholders to ensure that programme goals are achieved and sustained.**
* **I actively participate in education-related activities and meetings, and seek active collaboration with other players working in the education sector.**
* **I ensure adherence to project standards and quality requirements in all the project activities.**
* **I promote inclusion and equal access to education for every child, paying particular attention to the most vulnerable and at-risk children.**

**CARITASS FOUNDATION OF NIGERIA (MARCH 2018- 2020)**

**POSITION SR. M & E ASSISTANT**

**RESPONSIBILITIES/ ROLE**

* **I conduct day to day project monitoring and improvement with evidence related support to the country office.**
* **I support the development of results frameworks / logical frameworks and monitoring plans, as well as the uptake and use of monitoring tools.**
* **I conduct data quality checks and conduct data analysis to inform organizational activity trends.**
* **I assist in printing and disbursement of data collection tools and proper storage of data collection tools**
* **I make entering of data in Education database and provides quality reports weekly and monthly.**
* **I ensure that key indicators are tracked on a consistent basis and in consistent manner across education units.**
* I make Data entry into the system and monitoring of patients confidential.
* I used softwares such as SeedsCare , SPSS, NDR and NMRS for transmitting and storing of data for decision making.
* I disseminate weekly and Monthly report to my state backstops .
* I show hand on the job to newbies on filing system and accurate completion of indicators.
* I generate list of miss appointments and next appointments from the systems and reporting of outcome thereafter.
* I Use excel for filtering of outcomes and power point for presentations etc and accurately I do enter and update data in our company database, ensuring timely and error-free processing.
* I Verify and validate data entry through cross-referencing to maintain the integrity of the database.
* I Collaborate with team members to identify and rectify data discrepancies.
* I Adhere to data confidentialiy and security protocols, safeguarding sensitive information.
* Participate in training sessions to stay updated on database management systems and procedures..

**CATHOLIC CARITASS FOUNDATION OF NIGERIA (CCFN) 2016**

**POSITION (ADVOCACY CAMPAIGN COORDINATOR )**

**RESPONSIBILITIES/** **ROLE**

* **Develop, lead and oversee the implementation of SICCI’s Advocacy strategy.**
* **Lead advocacy efforts on identified advocacy priorities (as per the Strategic and Business Plans) representing organisation , including other stakeholders.**
* **Undertake research and analysis including preparing position papers for the Organization on advocacy priorities in consultation with organisations members and other stakeholders.**
* **Produce reports, briefing notes and other materials on advocacy priorities or related issues to the CEO and the Management Board.**

**Build and maintain good working relationships and contact with stakeholders, such as the donors, the business community, NGOs and media to progress Organization role in supporting the private sector.**

* **Coordinate and facilitate policy discussions, expert meetings and workshops in progressing organizations advocacy agenda.**
* **Represent organization on various engagements and advocate on behalf of members and private sector industry including elevating issues to responsible authorities on behalf of members.**
* **Provide timely update and advice to stakeholders and the management team on advocacy issues or other issues that arise.**

**ZEBRA HOTELS MASAKA NASARAWA STATE 2019\_2021**

**Position ( WAITER HOSPITALITY )**

**RESPONSIBILITIES/ ROLES**

* I serve food and beverages in a professional manner with high levels of customer service
* I set and clean tables and service areas
* I deal and handle with customer complaints
* I check with customers to ensure that they are enjoying their meals and take action to correct any problems
* I escort customers to their tables
* I explain how various menu items are prepared, describing ingredients and cooking methods
* I Inform customers of daily specials.
* I present menus to customers and answer questions about menu items, making recommendations upon request
* I remove dishes and glasses from tables or counters, and take them to kitchen for cleaning
* I serve food and/or beverages to patrons; I prepare and serve specialty dishes at tables as required
* I stock service areas with supplies such as coffee, food, tableware, and linens etc.

**JIMIK SURE START SCHOOL INTL (2021-2022)**

**(Position) ACCOUNTING TEACHER, /ACCOUNT OFFICE**R

* I manage transactions with customers using cash registers
* Scan goods and ensure pricing is accurate
* Collect payments whether in cash or credit
* Issue receipts, refunds, change or tickets
* Redeem stamps and coupons
* Cross-sell products and introduce new ones
* Resolve customer complaints, guide them and provide relevant information
* Greet customers when entering or leaving the store
* Maintain clean and tidy checkout areas
* Track transactions on balance sheets and report any discrepancies. I prepare petty cash book for mescellenious expenses
* Prepare purchase day book for daily purchases
* Prepare cash receipts and expenditure accounts
* Prepare and issue out invoices
* Prepare check books where I record all incoming cheques, both open and cross cheques and make observations on unpresented cheques if any.
* Interpret accounting entries and or documentations of daily transactions.
* Using swift cloud for accounting operations and determining bufgetery outcomes and control.

**SOLER ENERGY AND COMMUNITY DISTRIBUTION (2017\_2019)**

**Position ( Sales Marketer)**

**RESPONSIBILITY / ROLES**

* **Develop and execute comprehensive product marketing plans and strategies to drive the adoption and sales of our solar module products.**
* **Conduct market research and competitive analysis to identify market trends, customer needs, and positioning opportunities for our solar module product line.**
* **Define and communicate the unique value proposition of our solar module products to different target markets and customer segments.**
* **Collaborate with product management to define product positioning, pricing, and packaging strategies based on market insights and customer requirements.**
* **Create compelling marketing collateral, including product datasheets, brochures, presentations, and website content, to effectively communicate product features, benefits, and value to customers.**
* **Work closely with the sales team to provide marketing support, including sales training materials, customer presentations, and competitive intelligence.**
* **Build and maintain strong relationships with key industry influencers, customers, and partners to drive brand advocacy and expand market reach.**
* **Stay up to date with industry trends, technological advancements, and regulatory developments in the solar energy sector to ensure our solar module product line rem**

**MEDIA/ TELECOMMUNICATIONS ORGANISATION 2016\_2018**

**Position: SOCIAL MEDIA MANAGER / Graphics& content**

* I run Facebook, WhatsApp, Instagram TikTok ads on all social media platforms for branding, visibility and strong online presence.
* I design eye catching graphical images that represents the organization on social media ads, website presentations and so on.
* Develop and execute social media campaigns for various platforms, including Instagram, Facebook, Twitter, and others
* Create and share engaging daily content, including text, images, and videos that promote the company’s brand
* Ensure current social media strategy aligns with company goals and values
* Measure the success of social media campaigns using KPIs
* Stay on top of current social media trends and evaluate how the company can best participate
* Monitor client engagement and interact with clients on social media posts
* Moderate user-generated content for appropriateness
* Collaborate with other departments to ensure content is informative and appealing
* Create editorial calendars and syndication schedules

**GOVERNMENT SECONDARY SCHOOL GWAMMA, RANO ZONE BUNKURE, KANO STATE**

**(2014- 2015) POSITION : : A C C O U N TT I N G**

**RESPONSIBILITIES/ ROLE**

* Class management / pupils instructor.
* Making sure every student was at their best in all subjects.
* Using instructional materials to teach the pupils in a more lucid manner.
* Preparing tests and exam questions for the term.
* Lesson note composition, dairy, and every week filling of class register.
* Teaching morals and other social education as deem fit.

**FEDERAL MINISTERY OF TOURISM AND YOUTH DEVELOPMENT MAITAMA ABUJA SIWES\* DEPARTMENT ( AUDIT) 2007-2008.**

RESPONSIBILITIES/ ROLE

* Filling of staffs voucher and payroll list
* Signing and query of vouchers that need close attention
* Documentation of vouchers and list of all concerned staffs.

**FEDERAL MINISTRY OF INTERNAL AFFAIRS AREA 1 SECTERIATE ABUJA Position OFFICE SECRETARY ASST. -2005\_2009**

**RESPONSIBILITIES/ ROLE**

* **Answering calls, taking messages and handling correspondence**
* **Maintaining diaries and arranging appointments**
* **Typing, preparing and collating reports and filling**
* **Organising and servicing meetings (producing agendas and taking minutes)**
* **Managing databases prioritising workloads**
* **Implementing new procedures and administrative systems**
* **Liaising with relevant organisations and clients**
* **Coordinating mail-shots and similar publicity tasks**
* **Logging or processing bills or expenses**
* **Acting as a receptionist and/or meeting and greeting clients**
* **Recruiting, training and supervising junior staff.**

**TRAININGS AND CERTIFICATION**

**Young Achievers Academy International body ( DISASTER MANAGEMENT) ( 2021\_2022)**

**Young Achievers Academy ( REPORT WRITTING) ( 2024)**

**Undo Computer Centre Enugu (computer/graphics) (2018)**

**Boss Ene Graphics Academy (2023)**

**QUALIFICATIONS**

* National Youth Service corps (2014-2015)
* BSc. Accounting University of Jos Nigeria (2007-2015)
* National Diploma in Accountancy Plateau State Polytechnic, Jos (2005-2007)
* WEAC Government Secondary School Gudi, Nasarawa State Nigeria. (2003-2004).

✓ Army Children School Sani Abacha Barracks Asokoro Abuja (1994-1999)

**INSTITUTIONS ATTENDED**

* University of Jos (2007-2014)
* Plateau State Polytechnic Jos (2005-2007)
* Government Secondary School Gudi, Nasarawa State. (2003-2004)
* Army Children School Sani Abacha Barracks Asokoro Abuja (1994-1999)

**HOBBIES**

Reading, Music, Travelling and Swimming.

**REFEREES**

**• Mrs. Grace Rinkat**

Burea of Statistic,

Akwanga Nasarawa State, Abuja.

**08099192559**

**• Apst. EMMANUEL MAKARIOS**

**APt @ Legend City**

**0812 802 2548**

New Jerusalem

Behind Legend City,

Damaturu,

Yobe State ,

Nigeria .

10th Nov, 2025.

Through the HR,

To the Managing Director,

Zedasta Visa Consulting services,

Block 51 ,Kosofe Road ,

Dolphin estate ,

Ikoyi,

Lagos Nigeria .

Dear Sir/Ma,

**APPLICATION FOR THE POST OF A SOCIAL MEDIA SPECIALIST**

My vision regards to scenario 1, as a community or client manager or responder , I will calm the client telling him / her we are sorry for the inconveniences that would have caused and that there are certain contingencies that is beyond our power at the moment, and we are tirelessly working towards to fix it.

We make forward to reschedule him to join the next batch that would be onboarding.

Scenario 2

I would classify this person as a troll not completely a hater, and what I would do next is to identify such persons and delete or block them from mesmerizing with the ad thread!!

Regards my experience , I create and share engaging daily content, including text, images, and videos that promote the company’s brand.

Ensure current social media strategy aligns with company goals and values. I also measure the success of social media campaigns using KPIs .

Further more , I stay on top of current social media trends and evaluate how the company can best participate in it.

Sir, I love this Job and I will give in my very best for the impact and good outcome of the organizational goals and objectives.

Thank you sir for your usual cooperation. Expecting to hearing from you sir.

Yours faithfully,

Gummap S Nanalong

09028262731 WhatsApp