

## RESUME

# ADEJOH EMMANUEL Ph.D

(B.Sc Accounting, PGD Public Administration, M.Sc Public Administration, Ph.D Public Administration,  
B.Sc Public Administration in view)

500 Units Housing Estate, Lokoja, Kogi State.

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Nationality: Nigeria

Language: English, Igala

### **OBEJECTIVE**

To be a part of a dynamic team that will make positive changes in our modern world through their innovative thinking, while developing my personal skills further.

### **EDUCATION AND CERTIFICATES**

- Salem University Lokoja, **B.Sc Public Administration in view**
- Kogi State University Anyigba, **Ph.D Public Administration 2021**
- Kogi State University Anyigba, **M.Sc Public Administration 2014**
- Kogi State University Anyigba, **PGD Public Administration 2010**
- Cornerstone Computer Technology & Training Institute Anyigba Kogi State, **Diploma in Computer Operations**
- Nigeria Institute of Management, (**Associate Member**) ANNIM 2007/2008
- Kogi State University Anyigba, **B.Sc Accounting 2006**
- CMML Secondary School Anyigba, **SSCE 1991-1997**
- Army Children Primary School Kaduna, **FSLC 1986-1991**

### **PROFESSIONAL EXPERIENCE**

#### **EL-SOPHI Community & ChildCare Initiative**

##### **Finance/ Admin & Procurement Officer**

- Design and maintain finance and Accounting system for the organisation.
- Ensure proper documentation of financial transaction involving the organisation.
- Ensure appropriate books of accounts are kept for all organisation transactions.
- Prepare and submit monthly financial statement for the Organisation to the CEO.
- Prepare Bank reconciliation Statement, annual budget and Cash book for the organisation.

##### **Administration**

- Plan and carry out with the CEO proper orientation of new staff of the organisation.
- Ensure proper filling of Organisation personnel files.
- Plan and carry out in collaborate on with other line Managers, proper staff performance assessment as may be required.
- Ensure proper documentation and recording of minutes for Staff and Management meeting of the organisation.
- Ensure proper Coding and numbering of all organisations' assets and property.

##### **Procurement**

- Prepare purchase order and send copies to suppliers and to department originating requests.
- Prepare invitation of bid forms and mail forms to suppliers firms or distribute forms for public posting.
- Determine if inventory quantities are sufficient for needs, ordering more materials.

- Review requisition order in order to verify accuracy, terminology and specification
- Prepare, maintain and review purchasing fillies, reports and price list.
- Compare prices, specification and delivery dates in order to determine the best bid among potential suppliers.
- Maintain knowledge of all organisational and governmental rules affecting purchases, and provide information about these rules to organisation staff members and vendors.
- Compare suppliers bills with bids and purchase orders in other to verify accuracy.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purpose.
- Locate suppliers using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Monitor contractor performance, recommending contract modifications when necessary.

### **Liberty Microfinance Bank 2011**

#### **Internal Control**

- Heads the Internal Audit unit
- Ensures compliance to lay down rule, policies and regulations
- Ensures the safety of the Bank Assets
- Ensures efficient and effective performance of the Bank Jobs
- Ensures proper accurate record keeping
- Identification of weakness in the Internal Control System
- Responsible for daily call over of all previous days transaction to ensure that every transaction is captured and duly authorized and it is in line with laid down rules
- Submit regular situation report to the Managing Director/ Board of Directors

### **Gains Microfinance Bank 2008**

#### **Head of Operations**

- Monitoring of all the transaction in the system
- Wasting of everyday transaction
- Reconciliation of Account
- Drawing and disbursement of officer
- Confirmation of expenses and income in the system
- Balancing of General ledger, treasury, profit and loss account general cash
- Ledger and preparation of journal
- Monitoring of activities of front tellers and cash officer

### **Government Science Secondary School, Bishiri, Cross River State. 2007-2008**

#### **National Youth Service Corp (NYSC)**

#### **Class Teacher**

#### **Training Attended**

- ARFH Refresher training for CBOs & Support Groups on Global Fund Round 9 CSS for ATM, October 2014
- Finance & Grant Management Training- Central by CRS September 2014
- In house training on Needs Assessment, June 2014
- In-House training (Introduction to report writing) May, 2014
- Award Management Strengthening by USAID, March, 2014
- In- House Training on community & resource mapping, 2014
- Integrated training for VC Response by CRS, 2014
- Proposal development workshop by CRS, February, 2014

## **Salem University Lokoja 2021**

### **Personal Assistant to the Vice Chancellor**

- To maintain daily schedules (electronic) for the co-ordination of the Pro-Vice-Chancellor's and both Dean's commitments.
- To arrange and coordinate appointments and meetings for the Pro-Vice-Chancellor and Deans.
- To prepare all papers, in advance, for attendance at daily meetings and other commitments.
- To prepare all correspondence and other documentation as requested by the Pro-Vice-Chancellor and Deans.
- Networking with Student Union members, i.e. President, Welfare Officers, Principals, and Presidents etc.
- To make all logistical arrangements, including travel, for both Pro-Vice-Chancellor and Deans. To liaise effectively with internal and external contacts.
- To be responsible for advising the Pro-Vice-Chancellor and Deans of impending internal and external work deadlines and assisting with the preparation of material for these, e.g. Reports and presentations.

### **SKILLS**

- Ability to work individually and as a team
- Willingness to learn
- Capacity to work long hour when required
- Good communication skills
- Enthusiasm for exploration

### **BIO DATA**

Date of Birth: 18<sup>th</sup> September, 1979  
Next of Kin Adejoh Onojo  
Sex : Male  
Marital Status: Married  
Nationality: Nigeria  
State of Origin: Kogi  
Religion: Christianity

### **HOBBIES**

Listening to Music, Reading and Counselling

### **REFEREES**

#### **Dr.Hassan Achimugu**

Lecturer, Kogi State University  
Anyigba.  
08038132529

#### **Prof. James Omale**

Lecturer, Kogi State University  
Anyigba.  
08068291727

**Mr. Asange Samuel**

ELSOPHI Community & Childcare Initiative

Anyigba.

Kogi State

08062857616