

ADAMU ALIYU

Lagos, Nigeria (Willing to Relocate)

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PROFESSIONAL SUMMARY

Results-driven Accounting and Administrative Professional with progressive experience from Accountant to Head of Accounting and currently Account Manager & Secretary.

Skilled in financial record keeping, reporting, cost control, and office administration.

Known for accuracy, integrity, and ability to support business operations effectively.

KEY SKILLS

- Financial Record Keeping & Bookkeeping
- Expense Tracking & Cost Control
- Financial Reporting
- Administrative & Office Management
- Data Entry & Documentation
- Customer Service & Communication
- Team Leadership & Supervision
- Time Management & Organization

WORK EXPERIENCE

Account Manager & Secretary (Promoted 2024)

Head of Accounting (HOD) (Promoted 2022)

Accountant – HEAD2NECKPLUS, Lagos (Aug 2021 – Present)

- Promoted twice based on strong performance and reliability
- Maintain accurate financial records and daily transactions
- Track income and expenses to support financial control

- Prepare reports for management decision-making
- Supervise accounting activities and ensure proper documentation
- Support administrative coordination and office operations

Receptionist / Administrative Assistant – Farhan Ltd (2019 – 2020)

- Managed front desk operations and customer interactions
- Handled calls, scheduling, and inquiries
- Maintained records and office documentation

House Assistant – Farhan Ltd, Lagos (2018 – 2019)

- Supported daily operations and maintained organization

Shoe Maker – Jigo Shoes Industry, Jigawa (2013 – 2017)

- Produced and repaired footwear
- Built strong discipline and attention to detail

EDUCATION

National Diploma (ND), Accounting & Auditing – Jigawa State Polytechnic (2016 – 2018)

Senior Secondary Certificate (SSCE) – Government College Birnin Kudu (2013 – 2016)

LANGUAGES

Hausa (Fluent)

English (Fluent)