

Nonso Okani

Address: 87 Kajola Road, Obawole, Ifako-Ijaye, Lagos.

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PERSONAL INFORMATION

Nationality: **Nigerian** | Gender: **Male** | D.O.B: **03-Sept.-1982** | Marital Status: **Married**

PROFESSIONAL SUMMARY

Experienced in business administration and operations. Constantly demonstrating resilience and creativity to deliver excellent customer experience and satisfactory service to colleagues and employer.

Always motivated to take the initiative and get things done often requiring minimal direction, and capable of going the extra mile to make a difference.

SKILLS AND STRENGTHS

- Accomplished in producing detailed recommendation report that requires a comparative quantitative analysis of historical and current information
- Excellent in anticipating and solving logistical and operational problems
- Possess the ability to spot errors and inconsistencies
- Confident user of Microsoft Office Applications, Email, and Internet
- Fluent in oral and written English. Excellent in reading and language comprehension
- Works well in a multicultural/team environment.

WORK EXPERIENCE

Position: Operations Associate

Company: E. E. OKANS AND COMPANY | Nigeria 2013 - Present

- Capturing income, managing cost, Preparing payroll and Taxation Management.
- Clients negotiations, winning jobs and designing plans on how to achieve success.

- Initiated and implemented a business process strategy that achieved the reduction of debt and accounts due balances by over 90%
- Established an effective communication approach that employed robust analysis and reporting that resulted in an increase in satisfaction rate of clients

***Position:* Customer Service Representative**

***Company:* Tesco Stores Limited | United Kingdom. 2010 - 2012**

- Utilized impressive and persuasive communication abilities, well-mannered and honest behavior to build a continued relationship with customers and colleagues.

Honored with the Tesco Great Service Award for being willing and motivated to go the extra mile and make a difference

EDUCATION

- University of Westminster, United Kingdom. 2010 - 2011
M.Sc. Information Management and Finance
- University of Benin, Nigeria. 2005 - 2008
B.Sc. Banking and Finance (Second Class Upper, 2.1)

TRAININGS/QUALIFICATIONS

- PCert Banking
- Professional Customer Service
- Supply Chain Management
- Sage Accounting

ACCOUNTING TRAINING/EXPERIENCE

- Financial Reporting
- Financial Analysis
- Cost Management
- Budgeting/Estimation
- Inventory Management