

Terver Audu

Abuja

terveraudu@gmail.com

+234 9078662656

To work with existing staff and facilities to the best of my ability in delivering positive results and achieving organizational objectives.

EDUCATION AND QUALIFICATIONS

2013-2018 Benue State University, Makurdi (BSc. Economics, second class upper)

2007-2013 Mount Saint Gabriel's Secondary School, Makurdi
(Senior Secondary School Certificate)

Willing to relocate: Anywhere

Work Experience

Finance and Admin Assistant-N.Y.S.C

Nigeria Football Federation - Abuja

2018 to 2019

RESPONSIBILITIES

Raising of transfer payment vouchers
Daily update and record of outstanding payment records
Scheduling of payment vouchers to internal audit
Assist in update of and cashbook reconciliation
Assist in proper documentation and filling of documents

Private tutor

Benue State University

2014 to 2016

RESPONSIBILITIES

Tutoring of undergraduate students on econometrics
Tutoring of undergraduate students on research

CERTIFICATE AND COMMUNITY INVOLVEMENT

Current Volunteer work in Educating Nigerian Girls in New Enterprise (ENGINE) and Mercy Corps supported programme

Education

Undergraduate in Economics

Benue State University - Makurdi

April 2014 to August 2018

Skills

- Highly organized, Ability to work under pressure, Ability to take initiative and work excellently within a team, Excellent written and verbal communication, Curiosity, analytical, and problem solving skill, High level of energy and motivation, Ability to work with Excel, Word and Power point

Certifications and Licenses

Project Management

Present

Human Resource Management

Present

Chartered Institute of Taxation

Present

In-view