



July 2017 – May 2019

**Anpletune Nigeria Ltd (NBC Distributor)**  
**Account Officer**

- Create and process invoices
- Cross-check invoices with payments and expenses to ensure accuracy
- Manage company's accounts payable and receivable
- Send bills and invoices to clients
- Track organization expenses
- Process refunds
- Work with collection agencies on overdue payments
- Communicate with clients regarding billing and payments

June 2012– May 2017

**Mic – Oscar Nigeria Ltd (Shipping Company)**  
**Executive Assistant to the CEO**

- Report to the CEO and perform secretarial and administrative duties.
- Plan travel, including flights, road transportation, and accommodation.
- Type, format, and edit reports, documents, and presentations.
- Act as the point of contact between the CEO and mid-level management team.