

CHARLES IGNATIUS IVI

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CAREER OBJECTIVE

A hardworking, responsible, and results-oriented professional seeking to build a successful career in hospitality, administration, finance, auditing, and operations management. I aim to utilize my experience in cashiering, data management, field supervision, internal control, and auditing to contribute positively to an organization while developing my professional skills and taking on greater responsibilities.

PROFESSIONAL PROFILE

A dedicated professional with experience in restaurant operations, cashiering, data management, field supervision, internal control, and auditing. Organized, trustworthy, detail-oriented, and able to work effectively independently or as part of a team. Possesses good communication and problem-solving skills and can work under pressure while maintaining professionalism and attention to detail.

WORK EXPERIENCE

Amala 360 — ICO & Assistant Auditor (2026)

- Assist with internal control and audit activities.
- Monitor daily transactions and operational records.
- Check financial and operational documents for accuracy.
- Identify discrepancies and report findings to management.
- Assist with monitoring stock, sales, expenses, and restaurant records.
- Prepare and review reports and support compliance with company procedures.

Dangote Sugar Refinery — Field Supervisor (2024)

- Supervise field activities and ensure assigned tasks are completed properly.
- Coordinate workers and monitor daily activities.
- Ensure compliance with operational instructions and procedures.
- Prepare and submit field reports.
- Monitor performance and communicate challenges to management.

B2B Restaurant — Cashier (2023)

- Process customer payments and issue receipts.
- Handle cash and other payment methods responsibly.
- Maintain accurate sales and transaction records.
- Provide professional customer service.
- Reconcile daily cash transactions.

Bet and Lottery — Cashier (2023)

- Handle cash and customer transactions accurately.
- Receive and process payments.
- Maintain proper records of daily transactions.
- Reconcile cash and transaction records.
- Provide professional customer service.

Dangote Sugar Refinery — Data Clerk (2022)

- Enter and maintain accurate data and records.
- Review information for errors and inconsistencies.
- Organize and maintain records for easy retrieval.

- Assist with preparing reports and documentation.
- Ensure data is accurately recorded and submitted on time.

EDUCATION

Adamawa State Polytechnic — National Diploma (ND), Public Administration — 2015

Savannah sugar high school — SSCE — 2012

KEY SKILLS

- Internal Control & Auditing
- Cash Handling & Reconciliation
- Restaurant Operations
- Customer Service
- Data Entry & Record Keeping
- Staff Supervision
- Report Preparation
- Stock Monitoring
- Problem Solving
- Teamwork & Leadership
- Communication
- Attention to Detail
- Time Management
- Ability to Work Under Pressure
- Computer Skills

PERSONAL ATTRIBUTES

- Honest and trustworthy
- Hardworking and dedicated
- Responsible and reliable
- Fast learner
- Good interpersonal skills
- Detail-oriented
- Professional and disciplined
- Adaptable to new environments

REFERENCES

Available upon request.