

MICHEAL BADA 08027915290, 07017339766 michealbada2015@gmail.com Lekki, Lagos.		EDUCATION Ekiti State University, Ekiti State. B.Sc. in Economics, 2020 Lagos State Polytechnic, Ikorodu, Lagos. Ordinary National Diploma (OND) in Computer Science, 2016
PROFESSIONAL SUMMARY Highly organized and detail-oriented Administrator, Business Development Executive, Inventory Officer Accounting Clerk with 6+ years of experience in sales coordination, customer support, order processing, and financial record management. Proficient in managing both front- and back-office operations to drive efficiency and profitability. Adept at generating detailed reports, maintaining data accuracy, and supporting team performance. Proven ability to meet deadlines, improve systems, and resolve accounting discrepancies.		
KEY ACHIEVEMENTS BVL AGENCY LIMITED Business Development Executive/Accounting Clerk Successfully led a digital migration of all manual sales and customer records into a cloud-based system, resulting in a 40% reduction in administrative delays and improved sales reporting accuracy. Introduced a monthly reconciliation and variance reporting system that helped management detect and correct errors earlier leading to a 20% improvement in financial accuracy and eliminating end-of-quarter surprises. Managing accounts payable and accounts receivable.		TECHNICAL SKILLS Microsoft Excel (Advanced) QuickBooks (Intermediate) Sage Accounting Software Canva Web Development Microsoft Office Suite
CORE SKILLS AND COMPETENCIES Financial Accuracy and Attention to Detail: Strong ability to maintain precise records, verify data, and ensure the accuracy of invoices, payments, and reconciliations. Sales Coordination and Administrative Support: Skilled in managing sales orders, tracking client interactions, and supporting the sales team to achieve revenue targets efficiently. Data Management and Reporting: Proficient in generating and interpreting sales and financial reports to support informed decision-making. Customer Service and Communication: Effective in resolving customer inquiries and complaints professionally while maintaining strong client relationships. Time Management and Multitasking: Able to prioritize multiple tasks, meet tight deadlines, and manage workflows in a fast-paced business environment.		AREAS OF EXPERTISE Cash Flow & Payment Tracking Data Entry & Document Mgt Compliance Documentation Financial Recordkeeping Financial Reconciliation Fulfillment Monitoring Sales Administration Invoice Preparation Billing Management Graphic Design Customer Relationship Management (CRM) Report Generation Inventory Control Stock Monitoring Financial Analysis Order Processing
WORK EXPERIENCE INVENTORY OFFICER/LOGISTICS OFFICER AAJ Express Logistics Lagos State Prepared weekly inventory and stock movement reports for management, enabling proactive replenishment planning and reducing stock-out incidents by 15%. Verified goods received notes, stock transfer records, and inventory adjustment documents, reducing inventory discrepancies and improving record accuracy across departments. Conducted monthly stock reconciliations with a 98% accuracy rate, ensuring audit readiness, minimizing inventory losses, and eliminating year-end reconciliation backlogs. Collaborated with procurement and warehouse teams to optimize stock levels, improving inventory turnover and supporting uninterrupted operational activities. Performed regular physical stock counts and cycle counts, identifying variances and implementing corrective measures to maintain accurate inventory records. Maintained compliance with inventory control procedures and company policies, contributing to efficient warehouse operations and loss prevention. STATION SUPERVISOR Bisgad Nigeria Limited Ota, Ogun State Supervised daily fuel station operations, ensuring efficient service delivery, operational compliance, and a safe working environment for customers and staff. Led and coordinated a team of fuel attendants, improving service efficiency and maintaining high standards of customer satisfaction. March 2024 – April 2025 Nov 2022 – Jan 2024		

- ◆ Monitored fuel inventory levels and conducted daily tank reconciliations, maintaining 99% inventory accuracy and minimizing fuel losses.
- ◆ Oversaw cash handling, sales transactions, and end-of-day reconciliations, ensuring accurate financial records and reducing cash discrepancies.
- ◆ Prepared daily, weekly, and monthly sales and operational reports, providing management with insights into fuel sales trends and station performance.
- ◆ Implemented inventory control procedures for lubricants, accessories, and convenience store products, reducing stock variances and preventing stock-outs.
- ◆ Ensured compliance with health, safety, and environmental regulations, conducting routine inspections and enforcing operational standards.
- ◆ Customer inquiries addressed and resolved service-related issues promptly, contributing to improved customer retention and satisfaction.
- ◆ Coordinated fuel deliveries and monitored stock levels to ensure uninterrupted fuel availability and efficient supply chain management.
- ◆ Trained and mentored station staff in operational procedures, customer service standards, and safety protocols, improving overall team productivity.

LANGUAGE

English
Yoruba

JUNIOR ACCOUNTANT/INVOICING OFFICER

| Aug 2020 – Sept 2022 |

Power and Energy Oil Tools Limited | Port Harcourt, Rivers State

- ◆ Issued over 2,500 accurate invoices with less than 1% error rate, ensuring seamless client payments and improved cash flow.
- ◆ Reduced invoice approval time by 25% by introducing a pre-verification checklist for procurement and sales teams.
- ◆ Tracked expenses and reduced overspending by 18% through budget adherence and expense flagging.
- ◆ Implemented a systematic filing system for physical and digital invoices, reducing document retrieval time.
- ◆ Resolved over 100 vendor disputes within agreed timelines by maintaining transparent communication and accurate documentation.

CERTIFICATION

Procurement and Logistics, 2026.

Institute of Chartered Economists of Nigeria (ICEN), 2021.