

MARIAN ENAJEVWE DURU

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CAREER SUMMARY

Finance and administrative professional with over 12 years of experience supporting financial operations, client services, and office administration. Experienced in financial record management, reconciliation, customer relations, staff coordination, and day-to-day business operations. Recognized for delivering accurate work, building strong relationships, and contributing to efficient and well-organized teams

EMPLOYMENT HISTORY

FINANCE OFFICER

Standard Alliance Insurance Plc, Lekki, Lagos | January 2016 – August 2023

- Managed accounting records and performed various clerical duties with precision and efficiency
- Reconciled processed work by verifying entries and comparing system reports to balances
- Oversaw all cheque operations
- Performed day to day financial transactions, including verifying, classifying, and recording accounts payable date

ADMINISTRATIVE OFFICER

Citistate Venture (JT-Water) Apapa, Lagos | January 2010 - December 2015

- Managed cash receipts and tracked cash withdrawals
- Hired, trained, and supervised administrative staff members
- Established seamless client relationships by providing support, information, and guidance
- Prepared staff schedules and ensured timely pay disbursement
- Obtained signatures for financial documents, and internal and external invoices

EDUCATION

- *Master of Business Administration – Lagos State University, Lagos Nigeria (Expected 2027)*
- *Bachelor of Science in Accounting – Lagos State University, Lagos Nigeria - 2010*

KEY SKILLS AND ATTRIBUTES

- Interpersonal Relations Skills
- Clerical Support
- Project Management
- Time Management
- Collaboration
- Problem-Solving

- Exceptional customer service
- Small business management
- Demonstrated sense of organization and attention to detail across diverse roles
- Proven ability to thrive in multicultural environments
- Exceptional teamwork and interpersonal skills, promoting collaborative and supportive work environments
- Proficient in Microsoft Office programs, particularly Word and Excel

REFERENCE

To be provided on request