



Bala Bako BD

Passionate Humanitarian: GGA Youth Global Change Leader | Advocate for Child Abuse Prevention | Community Facilitator | Accountant | UN SDSN Advocate | Software Quality Assurance Analyst |

Email: thegreatbbk@gmail.com Phone: 08069629976 Address: Abuja - Nigeria

Professional Experience

Quality Assurance Analyst Oct. 2020 – Dec. 2023
Scelloo Nigeria Limited, Lagos Nigeria (Remotely)

- Designing and creating detailed, comprehensive, and well-structured test plans and test cases
- Identify and report issues found, then verify that issues are resolved
- Performing regression testing
- Utilizing required third-party issue tracking systems, as required, to develop acceptance requirements, manage tests and issues, and report on progress and risks
- Reviewing and analysing requirements, specifications, and technical design documents, providing timely feedback
- Carry out a detailed test of any feature/functionality within any product/project assigned to ensure they are error-free
- Create test plans and test cases

MBIMB Program Facilitator, (Volunteer) Nov. 2022 – Present
My Body is My Body (MBIMB) Foundation – UK

- Sensitization on Child Abuse Prevention (My Body is My Body)
- Making the world a safer place for children
- Child Sexual Abuse Prevention Programme.

State Program Coordinator, (Volunteer) Sep. 2020 – Present
Hope Ambassadors & Childcare Organization – Bauchi, Nigeria

- SDGs 1, 2, 4 and 6 programme
- Sensitization on Child Abuse Prevention (My Body is My Body)
- Sensitization on Dangers of Teenage sex
- Sensitization on Clean Hands Save Lives (Handwash)
- Advocacy on Drug abuse and domestic violence program
- Community Need Assessment

Accountant II Jan. 2018 – Sep. 2020
Catholic Education Board (SPXC Bodo) - Port Harcourt, Rivers State.

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Assist in preparing reports and projections based on this analysis.
- Evaluating current capital expenditures and depreciation.
- Establishing and evaluating profit plans
- Processing of petty cash transactions on daily basis. Ensure petty cash is replenished in with relevant with replenished completely advanced time to meet daily cash needs.

Personal Details

Place of birth

Abuja - Nigeria

Gender

Male

Nationality

Nigeria

LinkedIn

linkedin.com/in/bala-bako-bd-a3bb92b3

Skills

•Accounts payable and receivable •Advanced bookkeeping skills •Invoice accounting expertise •Month-end processes •Budgeting •Cash Flow analysis •Financial reporting specialist •Oracle proficiency •Account reconciliation •ERP software •SPSS/STATA/SAS software proficient •Jira and Click up •Postman testing Endpoint •Automation testing software (Cypress tool) in progress

Child De-Worming officer**Sep 2017 – Dec 2017**

Ministry of Health Rivers State Government (Contract), Port Harcourt

- Administering Deworming Drugs to Nursery/Primary and Secondary Schools within the state.
- Assessed service user and family needs, allocating and implementing appropriate service provisions accordingly.
- Coordinated schedules and team assignments.
- Kept notes of behavior issues, food served and medications administered to children.
- Worked with SS/JS students to provide both individual and group tutoring on core subjects.

National Youth Service Corps NYSC**Nov. 2016 – Nov. 2017**

St. Pius X College Bodo city, Port Harcourt

I taught the following subject areas:

- Accounting
- Economics
- Commerce
- Information Communication and Technology (ICT)

Data Entry Clerk**May 2015 – Oct. 2016**Target State High Impact Project (TSHIP) International NGO (Contract)
Bauchi

- Kept optimal quality levels to prevent critical errors and support team performance targets.
- Scanned documents and saved them in the database to keep records of essential organizational information.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- Introduced filing solutions that resulted in a 98% increase in turnaround times.
- Troubleshoot and located data entry errors, implementing prompt corrective measures to maintain efficiencies.
- Corrected any data entry errors to prevent later issues such as duplication of data degradation.

Internship**Apr. 2014 – Apr. 2015**

Polaris Bank Ltd, Bauchi

- Using Banking Software – Skye plus, Cheque Truncation, Flex cube, GEFU, Bulk Transfer Western Transfer, and Excel.
- Cash Sorting, Bulk Cash Confirmation, Cash payment, and Posting
- Working with the marketing team to advertise our products within and outside the banking hall and increases the generated revenue

Languages

English LanguageHausa LanguageOgoni LanguageHobbies

- Reading
- Travelling
- Basket ball

Education and Certification

Mini MBA Business Administration Management, General **Oct 2021**

- Professional development completed in Personal Finance and Wealth Management, protect your Money against Currency Devaluation, Capital Markets Investing, and Fundraising
- Majored in **Accounting**

Leadership Skills for High Performance **Jul 2021**

GGA Youth Global Change Leaders **Aug 2020**

- Global Goodwill Ambassadors Foundation (GGAF) - the United State of America

Financial Trading and Investment **Jun 2020**

- Use modern valuation techniques to evaluate investment opportunities
- Gain a sophisticated understanding of how to use financial statements to assess your organization and its competitors
- Optimizing the management of capital can affect firm value
- Communicate more effectively with other financial executives and external stakeholders

Health Safety and Environmental (HSE) 1, 2 & 3 **Apr 2017**

- The Occupational Health Service
- Safety delegates
- The Working Environment Committee

Abubakar Tafawa Balewa University Bauchi **March 2016**
B.Tech (Hons) Accounting

Graduated with a **4.38 GPA**

Awarded **B. Tech (Hons) Accounting**

Member of National Union of Accounting Students Association

Professional development completed in Personal Finance and Wealth Management, protect your Money against Currency Devaluation, Capital Markets Investing, and Fundraising

Majored in **Accounting**

References

Dr. Rev. Fr. Stephen Amadi E.

The Parish Priest to Blessed Tansi Catholic Church, Shell Pipeline Port Harcourt, Rivers State of Nigeria, Port Harcourt
08032667347, Stephen.amadi05@gmail.com

Mr. Taiwo OLOWU

CO-Founder/CEO Hope Ambassadors & Childcare Organization
08037152494, Taiwo984@yahoo.com