**Kadiri Joy Esosa**

Philcruz Estate II ,Jabi Abuja Nigeria

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**CAREER OBJECTIVE**

A highly creative individual with Three (3) years’ experience in accounting. Looking for a Reputable Organization where I can get the Opportunity to show my Abilities by accepting Challenges and Effectuate them thereby fulfilling the Organization Goals and climbing the career ladder through continuous learning and commitment.

**PERSONAL DATA**

**DATE OF BIRTH** 29 MAY 1995

**NATIONALITY** NIGERIAN

**STATE OF ORIGIN** EDO STATE

**L.G.A** OWAN EAST

**SEX** FEMALE

**MARITAL STATUS** SINGLE

**EMPLOYMENT HISTORY**

**POSITION**: Front Desk Officer

**ORGANISATION**: Christ Embassy Church Jabi Office

**YEAR:** 2020

**ACCOMPLISHMENT**

* Worked directly with the administrative team.
* Receiving and processing staff, clients, associates and visitors to the office.
* Ensuring that the office is in a cooperate state always.
* Supervising the cleaners and security personnel employed by the company.
* Keeping inventory register for office equipment and machinery, as well as documenting and enforcing standard procedures for their usage.
* Responsible for the general up keep of the office.

**EMPLOYMENT HISTORY**

**POSITION**: VAT Coordination assistant [NATIONAL YOUTH SERVICE CORPS]

**ORGANISATION**: Federal Inland Revenue Service

**YEAR:** 2019 – 2020

**ACCOMPLISHMENT**

* Worked directly with the registry to ensure that returns are filed and are well arranged appropriately.
* Filed tax returns and prepare governmental reports in compliance with strict standard.
* Reviewed files records and other documents to obtain information and responds to request.
* Computed tax owed by Appling prescribed rates, laws and regulations
* Participated in ensuring tax compliance as a VAT agent.

**POSITION**: Sales Representative

**ORGANISATION**: Etisalat Network

**YEAR:** 2015 – 2016

**ACCOMPLISHMENT**

* Keeping records of transactions daily
* Sensitization of the public
* Front desk officer
* Assisted in marketing.

**PROFESSIONAL DEVELOPMENT**

**CERTIFICATE COURSES**

Project management Professional [PMP],Exford Global LTD, 2019.

Customer Service and Relationship Management[CSRM] ,Exford Global LTD, 2019.

Human Recourse Management[HRM] ,Exford Global LTD, 2019.

Health Safety and Environment management[HSEM] ,Exford Global LTD, 2019.

General Health and Environment Management[GHEM] ,Exford Global LTD, 2019.

**SKILLS**

* Top written and oral communication skills, allowing for more productive conversations with clients and colleagues.
* Strong based of knowledge and skills in accountancy profession.
* Excellent attention to details, observant, team player and extremely organized and a fast learner.
* Committed to delivery strong customer service to each client and dedicating myself to a project until the client is pleased.

 **EDUCATIONAL BACKGROUND**

HND, Accounting, Auchi Polytechnic, Auchi.Edo State – 2018

ND, Accounting,Auchi Polytechnic,Auchi. Edo State – 2014

SSCE,Barek Memorial High School,Lagos – 2011

Primary School Leaving Certificate,St. Rita Private School – 2005.

 **REFERENCE**

Mr. Oseghe Emmanuel

Federal Inland Revenue Service,

Annex iv Sokode Crescent wuse zone 5,

Abuja.

07085326555.

Mr.Abikwi Emmanuel

Gomic Consult

Front Desk/Admin Support Officer

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