

KOJOVI COOLJOE DOSU

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BIO DATA

Date of Birth: 25th March 1991

Marital Status: Single

State of Origin: Lagos State

L.G.A: Shomolu

Nationality: Nigerian

OBJECTIVE

An enthusiastic hard worker dedicated to applying extensive knowledge of finance and management to available career opportunities in production companies and banks for personal contribution and professional growth.

EXPERIENCE

FEDERAL NEURO-PSYCHIATRIC HOSPITAL, BARNAWA, KADUNA STATE.

AUGUST 2020 – JULY 2021

ACCOUNTING OFFICER

- Preparation of account statements
- Preparation of departmental reports
- Collection, analysis and update of cashbooks
- Analysis of cash advances
- Assistant cashier.

FEDERAL NEURO-PSYCHIATRIC HOSPITAL, BARNAWA, KADUNA STATE.

OCTOBER 2019 – JULY 2020

FINANCE OFFICER (NYSC)

- General office assistance
- Preparation of account statements for all units
- Preparation of departmental reports
- Collection, analysis and update of cashbooks
- Analysis of cash advances
- Organizing meetings and teleconferences

PARTHENON ACROPOLIS LIMITED, LAGOS STATE.

FEBRUARY 2011 – MAY 2019

OFFICE ASSISTANT

UNIVERSITY OF LAGOS BUSINESS CENTRE, LAGOS STATE.

JULY 2008 – DECEMBER 2008

ASSISTANT AND OPERATOR

- Operation of copiers and scanning machines
- Complaint resolution
- Collection of cash and sales monitoring
- Regular review of sales and services transaction

KMGB NIGERIA LIMITED, LAGOS STATE.

FEBRUARY 2011 – MAY 2014

SUPERVISOR

- Customer relations and service
- Supervision of goods delivery
- Account preparation and documentation

EDUCATION

FEDERAL UNIVERSITY OF AGRICULTURE ABEOKUTA, OGUN STATE.

MAY 2019

BSC (HONS) BANKING AND FINANCE.

INSTITUTE OF HUMAN RESOURCE DEVELOPMENT, ABEOKUTA IN
AFFILIATION WITH AHMADU BELLO UNIVERSITY ZARIA, KADUNA.

MARCH 2014 – APRIL 2015

A' LEVEL (IJMB)

- ACCOUNTING
- BUSINESS ADMINISTRATION
- ECONOMICS

AJAYI CROWTHER MEMORIAL SENIOR GRAMMAR, LAGOS STATE.

JULY 2008

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION.

ST. LUKE'S JUNIOR GRAMMAR SCHOOL, LAGOS STATE.

SEPTEMBER 2006

HENRIETTA NURSERY AND PRIMARY SCHOOL, LAGOS STATE.

OCTOBER 2003

PRIMARY SCHOOL LEAVING CERTIFICATE.

SKILLS

- Good knowledge of Microsoft Word
- Good knowledge of Microsoft Excel
- Good knowledge of Microsoft PowerPoint
- Time management and attention to details.
- Excellent interpersonal, networking and communication skill
- Team player; initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

CERTIFICATION AND PAPER PRESENTATION

SERVICOM VANGUARD CLUB (NYSC), 2020

CORPORATE FINANCE INSTITUTE (CFI) ONLINE STUDY, CORPORATE FINANCE (2020)

CORPORATE FINANCE INSTITUTE (CFI) ONLINE STUDY, FINANCIAL STATEMENT (2020)

HOBBIES

Reading, Traveling, Playing football and games and volunteering.

REFERENCES

Available on request.