**CURRICULUM VITAE**

Kayode T. Emmanuel ***B.SC (HONS).***

**No 19, Ayayin Compound, Off Old Garage, Along Federal Road, Egbe, Kogi State.**

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**PROFESSIONAL SUMMARY**

Meticulous account personnel, skilled at juggling tasks and proffering quick solutions to prevalent accounting shortcomings. Intelligent at preparing financial reports, budgets, and financial statements for the organization, creating reports from the information concerning the financial transactions recorded. Also, an accounting personnel with sound background in preparing of the income statement and balance sheets.

Skilled at providing managements with financial analyses, development budgets, and accounting reports; analyzes financial feasibility for the most complex proposed projects; conducts market research to forecast trends and business conditions.

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| **Personal Data** | **Date of Birth** : 23rd April, 1993 (27 Years)  **Sex / Marital Status**: Male / Single.  **State of origin** : Kogi State. |
| **Educational Qualifications** | **Kogi State University, Anyigba, Kogi State, Nigeria 2016 – 2019**  **B.Sc. Accounting.**  Final Result - Second Class (Lower Division)  **Diploma in Accounting -** Second Class (Upper Division)  **Community Secondary School, Odo-Ara, Kogi State, Nigeria 2005 - 2011**  **WASSCE '0' Level**  Final Result - 2 Distinctions, 6 Credits. |
| **Work Experience** | **November, 2014 – August, 2016 Prince and princess Communication Company**  **Sales Representative/Customer service**   * Identified, prioritized, and reached out to new partners, and business opportunities et al * Identified development opportunities; followed up on development leads and contacts; participated in the structuring and financing of projects. * Responsible for handling business research, market surveys and feasibility studies for clients. * Responsible for supervising implementation, advocate for the customer’s needs, and communicate with clients. * Developed, executed and evaluated new plans for expanding increase sales. * Documented all customer contact and information. * Represented the organization in strategic meetings. * Helped to increase sales and growth for the organization. |

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|  | **July, 2020 – August, 2021 State Board of Internal Revenue**  **Tax manager**   * Tax computation. * Preparation of Tax Clearance Certificate. * Creation of Tax Identification Number. * Preparation of Tax submission.   **June, 2016 – November, 2017 Tobiloba Hotels and Events Centre.**  **Lodging Manager/Receptionist**   * Actively ran day to day activities of the hotel by being proactive in my assigned duties. * Ensured that all contacts with clients (e-mail, walk-In center, SMS or phone) provided the clients with a personalized customer service experience of the highest level * Through interaction with clients on the phone, I used every opportunity to build client’s interest in the company’s services. * Managed administrative duties assigned by the manager in an effective and timely manner. * Consistently stayed abreast of any new information on the hotel’s services, promotional campaigns etc. to ensure accurate and helpful information is supplied to clients. |
| **Relevant Research**  **Assignments** | * Effect of accounting on organizational goals and performances. * Performance Management |
| **Languages** | English, Yagba and Yoruba. |
| **Hobbies** |  |
|  | Calculating, Researching, Reading and Risk Taking. |
| **References** |  |
|  | References are available upon request. |

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