**OSHOKE JEREMIAH FRIDAY**

ADJACENT JAMES AND CO BAKERY, NEW JERUSALEM AREA, DAMATURU YOBESTATE

**PERSONAL DETAILS**

Mobile: +2347038859498 +2349024663209

Email:fridayjerry9@gmail.com

Nationality: Nigerian

Place of Birth: Kano

Language Spoken: English, Hausa and Etsako

Marital Status: Single

Gender: Male

**CAREER OBJECTIVE**

To be an industrious, committed and dedicated member in an organization I find myself where knowledge, character and skills are developed so as to intensively strive towards an enormous achievement of the aims and objectives of the organization and to enhance the growth of my potential for qualitative and satisfactory service.

**WORK EXPERIENCE**

**March 2021–Current: Dasal Solution, Gwange junction, Damaturu, Yobe State**

**Function: Supply Chain Officer**

**Job description:**

* Physical stock count
* Ensure quality of purchase item in alignment with specification in purchase request
* Monitoring of stock level
* Overseeing of ordering and packaging process

**Feb 2020–Feb 2021: Ministry of Finance and Economic Development, Damaturu, Yobe State**

**Function: (NYSC)**

**Finance and Supply Unit:**

* Safe keeping of voucher
* Recording of fixed asset purchased and disposed
* Assist in Preparation of monthly transcript.

**Oct 2018–Jan 2019: Legacy Nursery and Primary School, F.C.T Abuja**

**Function: Class Teacher**

**Job description:**

* Teaching primary Three all subjects.
* Drafting of lesson plan and note
* Supervision of school’s internal examination.
* Compilation of examination records.
* Other Administrative work as assigned.

**Feb 2017–May 2017: Yobe Scholars Academy Jerusalem Damaturu, Yobe State. Function: English language/Literature in English Teacher**

**Job description:**

* Teaching Junior Secondary School One to three English and Literature
* Drafting of lesson plan and note
* Supervision of school’s internal examination.
* Compilation of examination records.
* Other Administrative work as assigned.

**Oct 2015 - April 2015: Royal Academy Damaturu, Yobe State**

**Purpose: Class Teacher**

**Job description:**

* Teaching primary Three all subjects.
* Drafting of lesson plan and note
* Supervision of school’s internal examination.
* Compilation of examination records.
* Other Administrative work as assigned.

**April2015 - Jan 2016: First City Monument Bank Damaturu, Yobe State**

**Purpose: Teller**

**Job description:**

* Receipt and counting of bulk cash.
* Cash payment
* Sorting of bulk cash.
* Loading and setting of Automated teller Machine (ATM).
* Registration of deposit slip.

**April2014 - Aug 2014: Abuja Environmental Protection Board**

**Purpose: Student Work Experience Scheme(SIWES)**

**Job description:**

* Registration .of Payment Voucher
* Safe keeping of voucher
* Recording of fixed asset purchased and disposed
* Assist in Preparation of monthly transcript.

**SKILLS**

* Excellent written and verbal communication.
* Excellent time management and able to prioritize.
* Motivation to take on additional task and solve problems.
* Proficient computer skills, including Microsoft office suites and other computational and analytical packages.
* Able to perform clerical duties, maintaining files and confidential office documents.
* Good interpersonal and people management skills.
* Adequate class control

**EDUCATION AND QUALIFICATION**

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| --- | --- | --- |
| **INSTITUTION ATTENDED** | **QUALIFICATION** | **YEAR OF GRADUATION** |
| Federal University of Kashere, Gombe State | BSc. Accounting  **(Second Class Upper)** | 2019 |
| TheFederal PolytechnicDamaturu, Yobe State | National Diploma (Accounting)  **(Distinction)** | 2014 |
| Evangel International School, SabonGarri, Kano State | SSCE/NECO | 2011 |
| Police Academy Staff School, (POLAC) Kano State | First Leaving School Certificate | 2005 |

**UNPUBLISHED ARTICLES**

2019: The Effect of Treasury Single Account (TSA) on the profitability of Deposit Money Bank (DMBs): A case study of some selected Banks.

2014: The effect of training and manpower development on workers productivity: A case Study of Access Bank, Damaturu,Yobe State.

**INTEREST/HOBBIES**

Reading, Surfing the net, Traveling, and Watching Football.

**REFEREES**

**Mr. OlumideAlabi**

Admin Officer

British Council

Commissioner Quarters, Damaturu, Yobe State.

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**Mr. James Moses**

Community Liason Officer

Danish Demining Group

Maiduguri,Borno State.

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