**JAMIU OLASHILE SANNI**

**Address:** SD 11 Celetia Road Kabala West Kaduna, Kaduna State.

**Phone Number:** 08166188368, 08027916900

**Email:** olashile.sanni55@gmail.com

**BIO DATA**

**Date of Birth:** 27th October, 1993

**Sex:** Male

**State of Origin:** Kwara state

**Local Govt. Area:** Offa

**Nationality:** Nigerian

**SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Creative thinker
* Effective communication skills in spoken, written and visual media
* Good team and collaborative working skills
* Ability to prioritise, plan and manage work and time
* Capacity to appropriately judge self-efficacy and to give and receive feedback effectively
* Requires minimal supervision
* Fluency in Yoruba and Hausa languages

**WORK HISTORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2018- till date**

**Sariking Nigeria Limited Company**

**Cash Department**

* Receiving payment and issuing receipt.
* Taking tracks of all cash and credit transactions.
* Processes return transactions.

**2016-2018**

**E-Ikrax Communication, Kaduna State**

Accounting Department

* Adding accounts payable and receivable.
* Checking invoice.
* Auditing financial information.
* Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
* Analysing accounts and business plans.

**2013-2015**

**Olabisi Business Center, Kaduna state**

**Computer Operator**

* Provides data by operating a computer.
* Determines sequence of operations by studying production schedule.
* Performs defined tasks per documented instructions/processes.
* Makes appropriate changes to the documentation, as needed

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2015 **Federal Polytechnic Kaura Namoda Zamfara State**

National Diploma Business Administration and Management

2008 **Anny Secondary School, Kaduna.**

Secondary School Certificate

2004 **Salam Salam Nursery & Primary School Kaduna State**

*First School Leaving Certificate.*

**REFEREE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MR. TESLEM ADETESH**

Lecturer

Ahmadu Bello University

Zaria, Kaduna State

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**MRS. MONSURAT OPAKULE OLUWAKEMI**

Secretary

University of Ilorin Kwara State

08134225055

**MR. TAJUDEEN USMAN**

Accountant

E-Ikrax Communication

07035596221