

# ODOGBO, OGHENEYEROVWO FAITH

No. 8 Old Redeemed Church Road, Opp. Babangida Market, Lugbe FHA, Abuja.

Tel: 08168534442, 08112340439

Email: Odogbofaith28@gmail.com

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## Career Summary:

*I'm a creative administrator with acute knowledge of office administration and common human resources operations. In-depth knowledge of accounting, data entry and file management. Highly skilled in reviewing policies and suggesting actionable improvement aligned with industry best practices. Motivated to learn, grow and excel in the industry.*

## WORK EXPERIENCE

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### Bucklers Ordance Company, Lagos

2017 – 2019

#### *Accountant - Achievements*

- Created financial report and supported all areas of responsibility within a finance team
- Process journal entries and perform accounting corrections to ensure accurate records.
- Perform process analysis and communicated recommendation to management
- Prepared payroll tax and sales tax return, recorded checks in accounting software
- Performed basic accounting tasks, accounts payable and account receivable

### NATIONAL YOUTH SERVICE CORPS (NYSC)

2019 – 2020

#### Nigerian Television Authority, Headquarters, Abuja

#### *Budgeting officer (NYSC) - Achievement*

- Prepared financial forecast for operating divisions using computer models.
- Technical reviews, publishing the budget
- In charge of planning the budget process
- Ensuring all information is accurately entered into the system.

### KUREPAY EXPERIENCE CENTER, LUGBE ABUJA

2020-2021

#### *Customer service - Achievement*

- Respond to customers Emails and Telephone calls to resolve problems
- Deliver excellent customer service when offering advice in a professional and efficient manner
- Employ teamwork skills by supporting the work of others and acting as vocal and engage team member while positively and confidently delivering solutions and solving any problem.

## LEARNING & ACADEMICS

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### ODUDUWA UNIVERSITY, ILE-IFE, OSUN STATE

2014-2018

❖ B.Sc Banking and Finance (Second Class Lower)

**POLICE SECONDARY SCHOOL IJU-ITAOGBOLU, AKURE** 2008-2014  
**ONDO STATE**

❖ Senior School Certificate Examination (SSCE)

**ST. GEORGE GIRLS PRIMARY SCHOOL, FALOMO** 2002-2008  
**IKOYI, LAGOS.**

❖ First School Leaving Certificate

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#### COMPETENCIES & SKILLS

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- ❖ Interpersonal Skills
- ❖ Ability to meet deadline and multiple task
- ❖ Proficiency in an accounting software
- ❖ Strong communication Skills
- ❖ Administrative skills
- ❖ Microsoft word package
- ❖ Creative/problem solving
- ❖ Teamwork and collaboration
- ❖ Flexibility and Adaptive

#### Hobbies and Interests:

- Event Planning and Management | Traveling | Research | and | Meeting New People

#### References:

- ❖ Mr. Eseoghene Samuel.  
Customer relation officer MTN  
07062028501
  
- ❖ Mr. Odogbo Emmanuel  
SWIFT Network  
Lagos.  
07030294915