

JOSHUA BOLA EMMANUEL

OBJECTIVE A highly organized and hard-working individual looking for a responsible position to gain practical experience, ensuring that the aims, goals and objectives are accomplished in accordance with the prescribed priorities

SKILLS & ABILITIES

- Knowledge and understanding of banking operations| excellent customer service capabilities.
- Ability to Pass a background check| Basic math and Computer skills | Time Management skills
- High level of integrity /Sense of Responsibility| Analytical skills/Problem-solving.
- Attention to details| Good Interpersonal and sales skills| Fast and error free processing|
- Excellent communication skills, written and verbal| Excellent Numerical skills|
- Very tech savvy and knowledgeable of current trend | Excellent research abilities.
- Strong cash handling experience | High level of Accountability, Accuracy and Efficiency.

EXPERIENCE

ACCOUNTANT, DEYONE LIMITED. UYO – AKWA IBOM [2018-2021]
Led a team of 10 persons to deliver the company's goal, problem encountered was lack of proper documentations of daily subscription made. Zoho book software was implored to cross check the account book, thereby delivered an accurate account free from error and fraud.

OPERATIONS MANAGER, CORPORATE FEELINGS & INSIGHT LTD –KOGI STATE [2016-2018]
Led a team of 7 persons to deliver the company's goal and objective, organized and controlled the running of the business and made sure the company's target are met.

CUSTOMER RELATIONS, CORPORATE FEELINGS & INSIGHT LTD –KOGI STATE [2015-2016]
Maintained a team work which lead to customer's satisfaction. Disseminate clear and accurate information, safety and security, special need catered for those with disability, complaint, enquiry and ethical delivery.

EDUCATION

National Diploma in Accountancy [Lower Credit] 2016
Federal Polytechnic Idah, Kogi State, Nigeria

Secondary School Certificate Examination [SSCE] 2013
Baptist Comprehensive School, Kontagora, Niger State

PERSONAL ATTRIBUTE

- Proficiency in Computer Packages (MS Word, MS Excel, MS Power Point, SPSS, Video Editing, and Graphics Design), Knowledge in Accounting Packages (Peach Tree Accounting, Advanced Excel, Tally and Zoho Book)

CERTIFICATES

- Human Resource Management [Institute of Art and Management Science].
- National Diploma in Accounting.
- Diploma in Computer Application /Appreciation, Graphics and Video Editing.
- Jobberman soft skill training certificate.
- SMEDAN Certificate.

REFERENCES *Available on request*

PERSONAL DETAILS

Date of Birth: 19th April, 1996
State of Origin: Kogi State.
Gender: Male