**ALFA FAITH OJIMAOJO**

WILDERNESS ANKPA KOGI STATE | alfafaithfulness@gmail.com | 08130308212

# SUMMARY

A detail oriented graduate of accounting with work experience in, accounting, sales and finance. Possess excellent communication skills, a critical thinker who seeks opportunities in Accounting, audit industry and other related fields in order to grow and use my acquired academics, work experiences, skills to enhance organizational profitability.

**WORK EXPERIENCE**

**Bursary unit,Kogi state college of education Ankpa.**

**Position: Office assistant 2020**

**Description:**

* Recording and maintaining of financial records.
* Teaming up with staff to give suggestions when given opportunity to, and working as instructed in other to improve efficiency in the organizations.
* Assisting in auditing the financial records of organization.
* Providing of assistance to ensure that financial statements comply with laws and regulations.
* Providing assistance to senior staff when comparing financial records

**Redeemer’s International school Bauchi. 2021**

**Position:** Teacher

* Teaching and assisting teachers.
* Ensuring that pupils are well taken care of.

**EDUCATION**

**B.Sc. Accounting (Second Class Division) 2021**

Salem University ,Lokoja Kogi state

**Ordinary National Diploma (Lower Credit) 2015**

Kogi state polytechnic

**VOLUNTEER EXPERIENCE**

**Community Service** -CDS**2020**

* Worked as a volunteer in educating and training of teenagers on sex education and abstinence.

**SKILLS**

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| * Teamwork
 | * Interpersonal relationship
 | * Excellent Communication Skills
 | * Negotiation
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| * Leadership
 | * Customer Service
 | * Financial reporting
 | ⦁Attention to details and critical thinking |
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**INTEREST**

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| * Ability to work with or without supervision
 | * Acting
 | * Singing and playing keyboard
* Baking

 * Making Research
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| * Networking and learning new cultures
 | * Traveling
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**REFEREES**

Dr. Adebayo. Lecturer, Department of Accounting , salem university lokoja

Phone no: 08035652800, Email; adebayo@gmail.com

Dr. Itua Monday . Department of Economics,Salem University Lokoja

Phone no:08038238828