**ALFA FAITH OJIMAOJO**

WILDERNESS ANKPA KOGI STATE | [alfafaithfulness@gmail.com](mailto: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**

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

**INTEREST**

|  |  |  |
| --- | --- | --- |
| * Ability to work with or without supervision | * Acting | * Singing and playing keyboard * Baking      * Making Research |
| * Networking and learning new cultures | * Traveling |  |
|  |  |  |

**REFEREES**

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

Phone no: 08035652800, Email; [adebayo@gmail.com](mailto:adebayo@gmail.com)

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

Phone no:08038238828