**MARGRET DONA AGOSU**

10, Alhaji Muniru Close, off Babs Animashaun str, Bode Thomas str,

Surulere, Lagos State.

videunagosu@gmail.com

07033477986, 07089765392

**CAREER OBJECTIVE**

To apply my exceptional communication, interpersonal and organizational skills and knowledge acquired over time to attainment of organizational set goals.

**TECHNICAL EXPERTISE**

* Ability to use office suites e.g Ms Word, Excel e.t.c
* Good interpersonal skills
* Ability to work effectively in a team
* Good listening skills
* Self-motivated and target oriented

**COMPETENCIES & SKILLS**

* Skillful with accounting software, MS Office suit and quality presentations.
* Ability to develop creative concepts, solutions, attention to details & use of initiative
* Excellent Researching Skills
* Discretion and sensitivity with regards to confidential information
* Excellent analytical and numerical skills
* Sharp time management skills
* Strong ethics, with an ability to manage confidential data

**WORK EXPERIENCE**

**T**RANSACTION **O**FFICER, **A**CCESS **B**ANK **P**LC Lagos State. August 2019- January 2020

**DUTIES/RESPONSIBILITES:**

* Daily rolling over of matured Fixed Deposits, Bankers Acceptance and Call Deposits.
* Consummation of customer’s local and foreign transfer.
* Cross selling of both New and existing products.
* Ensuring Customers Satisfaction.
* Fund Transfer.

**OKEMESI COMMUNITY HIGH SCHOOL**, Okemesi, Ekiti State.

**Subject Teacher - NYSC** 2017 – 2018

**FIRST CITY MONUMENT BANK** (Industrial Training) 2014-2015

**UNIT**: (Service Measurement & Improvement).

**RESPONSIBILITIES**

* Analyzing Data.
* Calculation of NPS (Net Promoter Score).
* Creating & Sending out Surveys to Customers
* Making of Reports.
* Conversion of Excel files to PDF.

**BESTMAN GAMES LIMITED**

Sales Representative, PR/Marketing Team. 2013- 2014

**RESPONSIBILITIES**

* Monitoring customer’s preference to determine focus of sales effort.
* Maintaining friendly and professional customer interaction
* Addressing customers concern regarding product, price and availability.

**PROBITE PHARMACEUTICAL LTD**

(Account officer) (2009-2011)

* Prepare final accounts, financial statements & bank reconciliations for management
* Conduct cash counting exercise, take stocks, maintain & review audit working paper
* Prepare circularization letters, verify assets, liabilities, revenue and expenditures

**THE TAUREN SCHOOL** (Assistant Class Teacher) (2008-2009)

**RESPONSIBILITIES**

* Teach pupils in kindergarten class
* Conduct daily assembly and ensure order and calmness in the class.
* Carry out extracurricular activities as assigned by the head teacher.

**EDUCATION**

* **Yaba College of Technology**, Lagos, Nigeria 2016

Higher National Diploma in Accounting

* **Yaba College of Technology**, Yaba, Lagos, Nigeria 2013

National Diploma in Accounting

**OTHER SKILLS ACQUIRED:**

* Liberal Consult (Training on Advanced Excel) 2014
* Ms. Word, Excel and Power point
* Peachtree, Sage.

**PERSONAL INFORMATION**

State of Origin - Lagos state

Local Government - Badagry West

**REFERENCE**

Available upon request.