

# Rogers Robson

No2 Babudoh Close Kihang Road Jebbu Bassa Plateau state  
07060973514 | rogersrobson24@gmail.com

**in** <https://www.linkedin.com/in/rogers-robson-26012283> **🐦** <https://mobile.twitter.com/RogersRobson4>

## Objective

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Highly motivated and looking for a challenging career where there is scope for demonstration and contribution of the best of my abilities toward the overall good of the organization. A versatile, analytical and highly self-motivated person in Administrative and project related tasks and responsibilities (project design, planning, monitoring and evaluation) with a hand on approach and meticulous attention to details. I am equally result oriented and more importantly an open minded learner for life.

## Experience

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- **Command Day Secondary School Jos, Old Student Association** 2017 -  
Publicity And Logistics Officer
  - Motivate other members of the Association.
  - Work on new strategies.
  - Liasing with the Association about budgets, timescale and objectives.
  - Analyzing date to assess performance, discover logistical problems and devise plans for improvement
  - Negotiating and agreeing contracts
  - Planning for and negotiating technical difficulties
  - Liaising with and managing all events of the association
  - Ensuring standard ethics of the association
  - Preparing paper work regulatory bodies
- **Bright Success College, Ebonyi State** 2016 - 2017  
Teacher ( NYSC )
  - Provided individualized instruction to each student.
  - Created and distributed educational content (notes, summaries, assignments etc.)
  - Assessed and recorded students' progress and provide grades and feedback.
  - Collaborated with other teachers, parents and stakeholders and participated in regular meetings.
  - Planned and executed educational in-class and outdoor activities and events.
- **Guaranty Trust Bank, Jos 2** 2012 - 2013  
Bulk Teller
  - Accepting deposits from customers
  - Cash payments to the bank customers on demand with due diligence
  - Carryout due checks on documents presented by customers
  - Check notes presented by customers for fakes or counterfeits
  - Ensure proper stamping and documentation
  - Count notes presented by customers to confirm completeness
  - Cash sorting and analysis
  - Preparing of vouchers and cash deposit with the CBN
  - Keeping of all necessary records as required in different circumstances
  - Balancing all cash transactions at the end of each shift.
  - Advice, explains or promotes the services and products offered by the bank.

## Education

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- **Federal university of Agricultural, Makurdi Benue state** Inview  
Management / Postgraduate Diploma (PGD)

- **Federal Polytechnic Bauchi** 2016  
Business Administration And Management / Higher National Diploma (HND)
- **Federal Polytechnic Nasarawa** 2011  
Business Administration And Management/ National Diploma (ND)

## Skills

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- Proficient in Microsoft word, Excel, Access and Outlook.
- Good interpersonal skills and team spiritedness with a known ability to relate with others professionally
- Good in summative, Arithmetic and analytical ability
- Highly enthusiastic, optimistic and pragmatic in all professional dealings with the ability to multi task and deliver even under pressure.
- Good communication skills with the ability to utilize communication channels and gadgets effectively and efficiently.
- Effective in meeting up with deadlines and in the use of initiative
- Fluent in English language, and Hausa

## Language

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- English
- Hausa

## Reference

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- **Engr Emmanuel Usen Uma - "Emmysoluk Electronical Limited. Lagos state"**  
Managing Director  
08115143355
- **Mr Udoh Godfrey Apan - "3 Army Division Headquarter, Jos"**  
Assistant Director  
08036178873

## Certification

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- **Amity Future Academy**  
Digital Marketing Strategies  
2020
- **Amity Future Academy**  
Introduction To Product Management  
2020
- **Smartly**  
Finance: Time Value Of Money  
2019
- **Grant Thornton**  
Audit Virtual Experience  
2019
- **Word Of Faith Bible Institute**  
Leadership Certificate Course (LCC)  
2019
- **Word Of Faith Bible Institute**  
Basic Certificate Course (BCC)  
2019