

AISHAT DOSUNMU

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EDUCATION

UNIVERSITY OF LAGOS AKOKA

EXPECTED NOV 2023

B.sc In Industrial Relations and Personnel Management

(Second Class Upper 3.82/5.0)

YABA COLLEGE OF TECHNOLOGY, YABA, LAGOS

2017-2019

National Diploma in Business Administration and Management

(Upper Credit 3.11/4.0)

Relevant Coursework: Principles of management, Financial Accounting, Cost Accounting, Production management, Purchasing.

EXPERIENCE

ENECHIONYIA and CO. (Accountants)

March 2018 - June 2018

As part of the requirements for obtaining my National Diploma, I had 4 months SIWES.

These are some of the activities in partook in;

- Drafting, typing and communicating reports to clients using Microsoft Word and Excel and Email service
- Accompanying and Assisting my supervisor with weekly visits to clients for inventory reconciliation and checks.

SKILLS

- Web Development – HTML5, CSS3, Bootstrap, JavaScript and React JS
- Use of Whiteboard animations and Canva Design.
- Intermediate use of Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

CERTIFICATIONS

JOBBERMAN Soft Skills Training

MAY – JULY 2020