**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**