

# BANKOLE EBENEZER

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08144181492 | BANKOLEEBENEZER111@GMAIL.COM | NO,65 ILUGUN-AJANGBOHUN RD  
ABEOKUTA, OGUN STATE NIGERIA

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## Objective

I am a Computer literate and competent in the use of Microsoft Office software, I have a very organizational skills I also enjoy meeting new people and very good social skills. I have had work experience while serving voluntarily in the finance and record department for The Church Of Jesus Christ Of Latter -Days saint, external and internal customer service.

I am an organized and proactive person who strive to learn their duties and responsibilities and help in applying improvement in the work environment .

An energetic personality who continually seek challenging opportunities where my skills can be fully use for the success of the Any organization I find myself.

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## Skills & abilities

Good communication, Time management, Teaching, Self-motivated, Data entry specialist, Content Writer, Adminstrative Assistant ,Ability to handle multiple tasks simultaneously and independent ,Confidentiality

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## Experience

### THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINT

#### Mission Financial Secertary

- Prepared and maintained financial record, ensuring accuracy and compliance with applicable laws and regulations.
  - Performed reconciliation of bank statement on a montly basis
  - Managed daily cashflow activities including deposits, payment, transfer and withdrawal
  - Reviewed all incoming invoices for accuracy before submitting them for payment processing
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- Developed tracking system for invoices and other financial document
  - Organized meetings with vendors to discuss payment terms and invoices

### **CHRIST BETHEL ACADEMY**

#### **Class Teacher | November 2021- February 2022**

- As a dedicated junior school teacher with experience and classroom management, I am fully committed to excellence in all aspects of my work
- Performed all general teaching duties including lesson and curriculum planning

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### **Education**

#### **BRIGHAM YOUNG UNIVERSITY | 2024-2026**

##### **BS IN Software Development**

#### **BYU Pathway connect Worldwide |2023-2024**

##### **General Studies**

**Nawair un deen Grammar School, Obantoko Abeokuta, Ogun State |2015-2020 | Senior Secondary School Certificate**

**Success Nursery & Primary School Obantoko, Abeokuta, Ogun state |2009-2015 | Primary school leaving Certificate**

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### **References**

#### **BARRISTER IKECHUKWU FELIX AKE**

**Lawyer | Ike Ake Associates | 09062445592**