

MAVIS OGHENEKOME OBONATIGHO

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A: 20,Road F, Zone 3, Ologede Estate.

New Garage,Ibadan, Oyo State.

PROFESSIONAL SUMMARY

To be able to utilize acquired knowledge in a reputable organization where I will be opportune and motivated to use my Initiative and Technical Knowledge to improve organizational objectives and achieve managerial goals and targets.

SKILLS

- Organizational Skill
- Analytical Skill
- Communications
- Team Building
- MS Office
- Critical Thinking
- Attention to Detail
- Interpersonal Skill

WORK HISTORY

NYSC, Government Technical College – Teacher

Orita Aperin , Oyo State

06/2019 – 05/2020

- Observed and evaluated students' performance, behavior, social development and physical health.
- Fostered team collaboration between students through group projects for financial accounting.
- Documented student progress and communicated parents to keep them informed.
- Helped teachers recognize learning issues faced by student and recommended solutions.

SWIES, Iyanoba Secetariat — Audit Department

Ojo, Lagos State.

09/2018 – 12/2018

- Collections of vouchers from the Budget store and finance department.

EDUCATION

Lagos State University

Iyanoba, Lagos State.

05/2019

B.Ed: Accounting

Tess College.

Akute, Ogun State.

11/2013

WAEC(West African
Examination Council) Certificate

- Cross checking them before collections and signing to show that it is been received.
- Filling of the vouchers into the inwards book, stamping of the vouchers with pre-payment and audit stamps before dispatching them to the finance department.
- Assisted in signing and stamping of cheques from all department for payments of monthly salaries.

CERTIFICATION

Institute of Chartered Accountants of Nigeria (ICAN)
Associate Member (In view)

REFERENCE

Available upon request