



YUSUF KAOSARAT

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A fresh graduate with a management degree and an internship experience from different companies which I developed solid leadership and management skills from. Looking for an entry level position to enhance my educational and professional skills in a stable and dynamic environment.

EDUCATION

Business Administration

Federal university of Agriculture, Abeokuta

2014 – 2019

Ogun State Nigeria

ACA

2020

(In view)

SSCE

Escas College

2009 – 2012

Oyo State, Nigeria

WORK EXPERIENCE

Audit Intern

Index Managers

12/2020

Oyo State, Nigeria

Achievements/Tasks

Vouching and Analyzing of data

Administrative Assistant (NYSC)

Ministry of Human Resources & Capacity
Building (Accounting Department)

06/2019 – 05/2020

Osun State, Nigeria

Achievements/Tasks

- Write and distribute email, correspondence, memos, letters, faxes and forms
- Assisted in handling monthly organizational payroll remittances, financial statements and reports
- Developed filing system
- Integrated administrative and accounting functions smoothly

Intern

Lagelu Local Government

01/2017 – 03/2017

Oyo state, Nigeria

Lagelu Local Government is responsible for devising, approving and enforcing local laws relating to building, planning, health and wellbeing of each individual.

Achievements/Tasks

- Assisted in the formulation, planning and monitoring of policies and procedures
- Assisted in the implementation of council decisions and circulating reports to those affected
- Assisted in the collection of data for external inspections, including evidence of compliance with legislation.

SKILLS

Leadership

Communication

Teamwork

Time management

Administrative

Problem solving

Proficient in Microsoft Word and Excel

Interpersonal

LEADERSHIP EXPERIENCE

Business Administration Representatives
Assembly (BAMSRA) (2015 – 2016)

Represented my departmental level in the house

Funaabsu Independent Electoral
Committee (FUNIEC) (2017 – 2018)

I worked as an incorporated member and I made sure I worked in cooperation with other members for the successful running of the election.

Janitor Prefect, T. L Oyesina
Secondary School

CERTIFICATIONS

Jobberman Soft Skills Training (2020)

LANGUAGES

English

Full Professional Proficiency

INTERESTS

Reading

Meeting new people

Traveling

Partime Secretary
Unique Success Academy

2019 – 2020

Osun State, Nigeria Achievements/Tasks

- Assisted in designing and drawing up promotional and informational materials for parents
- Provided administrative support to principal or other upper level administrator as needed.
- Attended office meetings and takes minutes
- Maintained records of students absences
- Maintained students records and files.