

OHU OLUWASEYIFUNMI ELIZABETH

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CAREER OBJECTIVE

A multi-skilled professional with professional experience in accounting, Client service, and customer management looking for a role that will match my technical skills. I am an individual passionately committed to producing world-class results through hard and smart-work. A fast learner who adapts quickly to change, an enthusiastic, dedicated and an outstanding performer. My goal is to put various skills I have acquired over the years in my previous roles into use, to reach the set target of the company.

TECHNICAL SKILLS

- Proficient in the use of Microsoft Excel.
- Proficient in the use of Sage 50
- Data entry and analysis skills
- Proper cash handling skills.
- Raising and proper filing of Invoice and receipts.
- Proficient in the use of Microsoft Word
- Excellent report writing skills
- Customer Management
- Ledger Balancing

PROFESSIONAL EXPERIENCE

- **Initiative for information arts and culture development in Nigeria (IACD)** *May, 2019 - July, 2019*
Library Officer (I.T)
 - Charging and discharging of books.
 - Offering repographic services.
 - Stamping of dailies.
 - Manned project and camera for conferences, seminar, book reviews.
 - Write reports about conferences, seminars, book reviews and reading after each event.
- **Alma stores Limited.** *January, 2018 - May, 2018*
Junior Account Officer.
 - Issue receipts and posting into software packages.
 - Raising and posting of petty cash into software packages.
 - Posting of invoices into software packages.
 - Raising and lodging of teller into bank (cash and cheques).
 - Assist the chief accountant in reconciling of payments,
 - Proper filing of invoices , receipts and tellers.
 - Proper placement of files in their respective cabinets.
 - Goods warehouse transfers.
 - Post and receive IBT issues.
 - Posting of Goods Received Voucher (GRV)
 - Taking of stock count. and maintaining high standards of care and education
 - Planning and delivering well structured lessons which engage and motivate students
 - Finding ways to stimulate children
 - Identifying suitable techniques for the collection and analysis of data
 - Coordination and planning of Extra -curricular activities
- **Kimfat Academy, Lagos.** *November, 2016 - December, 2017*
Nysc (intern)
 - Achieving and maintaining high standards of care and education
 - Planning and delivering well structured lessons which engage and motivate students
 - Finding ways to stimulate children
 - Identifying suitable techniques for the collection and analysis of data
 - Coordination and planning of Extra -curricular activities
- **JB Associates** *July, 2011 - July, 2016*
Client Service Officer (part-time)

- Covering reception and greeting visitors
- Providing a warm welcome to customers
- Answering clients queries in a polite and helpful manner.
- Maintaining close professional relationships with clients.
- Completing essential paperwork

EDUCATION

- **University of Ibadan.**
Msc School Media

In-view
- **Obafemi Awolowo University.**
B.Sc(Ed.)–Geography

2016

CERTIFICATIONS AND AWARDS

- Nigerian school library association (Member) - 2018
- Nysc discharge certificate - 2017

PERSONAL STRENGTHS

Excellent organization and analytical skills
Strong interpersonal skills
Excellent communication skills.
Ability to work in a team.
Leadership skills.
Ability to pay attention to details.
Ability to remain calm under pressure.

PERSONAL PROFILE

- Date of Birth : 06/07/1994
- Marital Status : Single
- Nationality : Nigerian
- Known Languages : English/Yoruba
- Hobby : Reading, meeting people, listening to music.

DECLARATION

I am ready to put in my best towards achieving organizational goal and work in consonance with mission and vision of the organization to attain the predetermined objectives of the organization.

REFERENCE

Reference available on request - ""

