

JOSHUA –OGIERIAKHI, OSAOSEWEN

20, Falodun Street, Olororo Bus-Stop, Orita, Ibadan.

08161334046, 08143871530

Date Of Birth: 6th April, 1996.

Sex: Male

Status: Single

Age: 24

Objective

An enthusiastic focused, Fast learning individual seeking to build an excellent career in a reputable firm, where my knowledge and skills will be judiciously utilized to ensure management goals and employer satisfaction.

Educational & Professional Qualification

1. Ekiti State University, Ado-Ekiti
BSc (Honors), Accounting (Second Class Honors) 2014 - 2019
(Awaiting Result).
2. Seed OF Life College
Senior Sec. Certificate (S.S.C.E) 2006 - 2012
3. Molete Baptist Nursery and Primary School 2000 – 2006
Primary School Certificate.

Relevant Skills

1. Good and Effective Written and Verbal Communication Skills.
2. Customer Service Reliability
3. Collaboration and Teamwork
4. Photocopy & Email Management
5. Analytical Reasoning
6. Answering OF Phones
7. Attention to Detail
8. Data Entry
9. Punctuality
10. Organization.

Work Experience

Sweetco Foods Limited:

Assistant Account Officer (Import Department)

Industrial Training – October 2017 – December 2017

- ✎ Assisted in posting of invoices, cash payment vouchers, bank reconciliation and filing of documents this helped increase indexing system for files, resulting in greater ease of access and a more time efficient process.
- ✎ Devised a professional and friendly first impression of the firm to all clients.
- ✎ Aided in providing quick data entry, emailing and photocopying/ reprinting of major files.