

EBOH OSAGIE CHARLES

 Male  Single  12-08-1992  Edo, Nigeria  Place of Birth: Lagos State
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 Address: 14 Amore Street, Olodi Apapa, Lagos.

CAREER OBJECTIVE

To be a fast learner and a team player, to ensure am of good service in my field in the best way possible. To be versatile and productive, and also ensuring I learn as much skill needed in my field as I go.

WORK EXPERIENCE

NYSC

OFFICE ASSISTANT

CHAPEL OF THE GOOD SHEPHERD AAU EKPOMA

December 2019- October 2020

ACCOUNTANT / PERSONAL SECRETARY

CHAPEL OF THE GOOD SHEPHERD AAU EKPOMA

October 2018- October 2019

- ❖ Posting of Ledgers
- ❖ Preparation of Account
- ❖ Issuance of Payment Voucher
- ❖ Preparation of weekly Requisition form
- ❖ Purchase and Supervision of Inventories
- ❖ Placing orders and answering calls
- ❖ Booking of appointment
- ❖ Sorting and Distribution of mails
- ❖ Interacting with visitors

ADHOC STAFF (Presiding Officer)

INDEPENDENT NATIONAL ELECTORAL COMMISSION

2019 Presidential Election

- ❖ Signing and Stamping of Ballot Papers
- ❖ Issuance of Ballot Papers
- ❖ Provide Assistance to voter where appropriate
- ❖ sorting of the Ballots Papers
- ❖ Filling and signing of Electoral Materials
- ❖ Control of the Pulling Unit
- ❖ In-charge of all Electoral Materials issued to the Pulling Unit

**INDUSTRIAL TRAINING
TREASURY DEPARTMENT
ESAN WEST LOCAL GOVERNMENT SECRETARIAT, EDO STATE
2017**

- ❖ Preparation of Payment Voucher
- ❖ Book keeping and Record keeping
- ❖ Sorting of Files
- ❖ Sorting and distribution of mails

■ EDUCATION

Institute of Chartered Accountant In View

Jobberman Soft-skills 2021

B.Sc. Ed. Accounting
Ambrose Alli University Ekpoma.
December 2015-October 2018

Diploma. Accounting Education

Ambrose Alli University, Ekpoma
January 2013- November 2014

W.A.E.C Certificate

De-Light International College, Olodi Apapa, Lagos
2012

■ SKILLS AND ATTRIBUTES

- ❖ ICT skill
- ❖ Communication skill
- ❖ Problem solving skill
- ❖ Ability to work with minimum supervision
- ❖ Writing skill
- ❖ Team Spirit
- ❖ Time Management and Multitasking
- ❖ Fishery Skill
- ❖ Sage
- ❖ Quickbooks
- ❖ Tally ERP
- ❖ Microsoft Office Suite

■ LEADERSHIP / ACHIEVEMENTS

- ❖ Music Director. Chapel of The Good Shepherd AAU Ekpoma.

- ❖ Chairman Student's Program Planning Committee, Chapel of The Good Shepherd.
- ❖ Public Relation Officer, Sustainable Development Goal (NYSC)
- ❖ Vice President, Sustainable Development Goal (NYSC)

REFERENCES

Rev. Innocent Onohomhen Ebbih Esq
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