**Jawando Oluwatosin John**

**Tel: 07038749346, 08154109559**

**E-mail:** [tosinjawando@gmail.com](mailto:tosinjawando@gmail.com)

**PERSONAL PROFILE**

I’m confident and poised in interactions with individuals at all levels. An enthusiastic, flexible, well organized individual who brings commitment and determination to whatever task I undertake. Adaptable and enjoy work that is challenging. Enjoy working as a part of a team and I am happy working on my own, using my initiative.

**PERSONAL DATA**

Sex: Male

Date of Birth: 28th October, 1990

State of origin: Lagos

Local Govt. Area: Lagos Island

**CAREER OBJECTIVES**

To promote organizational growth by working in accordance with the organizations objective to achieve the set goals and promote the image of the organization.

**CORE COMPETENCIES:**

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| --- | --- | --- |
| • Records Management | • Direct Sales | • Marketing |
| • Bank Reconciliations | • Project Support | • Compliance |
|  |  |  |

**PROFESSIONAL EXPERIENCE**

**Startegic Outsourcing Limited (Partners of Access Bank)** **December 2015 - Date**

Designation: Direct Sales Agent with Access Bank Plc

* Assists in the accurate keeping of all books of account for the project, including maintenance of the checking account, equipment and supply registers and all accounting records.
* Supports the Accountants in the review of all payment requests and determines the propriety and accuracy of all expenditures.
* Assures completeness of supporting documentation and coding in accordance with Clients policies and procedures.
* Prepares workshops schedule/payment to participants and retire same for review by the Financial Accountants.
* Carries out all Clients banking transactions such as cash/check lodgments, collect bank statements and bank confirmation
* Prepares bank reconciliations for review by the Branch Operations Manager
* Assists the Accountants in tracking travel advances to ensure that they are retired on a timely manner.
* Performs any other duties as assigned.
* Carry out duties as assigned by the Line Manager

**Muslim Community College, Ayedun, Kwara State. March 2014 – March 2015** Designation: Computer Science Teacher (NYSC Service Year)

**Budget office of the Federation, Ministry of Finance June 2012 – October 2012**

Designation: Student Industrial Work Experience Scheme (SIWES) Expenditure Department (Intern)

* Review of internally generated Revenue of Ministries, Boards and Agencies
* Monitoring and Correction of conducts of various ministries and agencies
* Monitor / Manage Account and financial statement preparation.
* Provide general assistance to the audit and business service team.
* Develop strong working relationships with colleagues, clients and relevant authorities.
* Identify potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
* Monitors the performance of the Compliance Program and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness.
* Monitors all company SLAs (Service Level Agreements) and act accordingly.

**ACADEMIC QUALIFICATIONS, INSTITUTIONS ATTENDED**

* Caritas University, Enugu State. (Bsc Computer Science) 2009 - 2013
* Modupe Akinlabi Memorial International Grammar School at Ilasa, Ekiti State. 2002 - 2008
* St. Aloysious Primary School (First school leaving certificate) 1995 - 2001

**SKILLS & ATTRIBUTES**

**Management:**

* Time Management
* Issues Management
* Skilled communicator (Oral, written and visual)
* Planning and reporting
* Customer service

**Technical:**

* Microsoft Office Applications; Word, Excel, Access, Project, Visio, PowerPoint, Outlook, (2003 – 2007)
* Intranet and Internet.

**HOBBIES**

Reading motivational books, Travelling and Music.

**REFEREES**

**Available on request**