**CURRICULUM VITAE**

**PERSONAL DATA :**

NAME: **OLATUYI BLESSING** **ENECHOJO**

TITLE: Mrs.

SEX: Female

DATE OF BIRTH: 17th July,1990.

PLACE OF BIRTH: Ode-Aye

STATE OF ORIGIN: Ondo

LOCAL GOVERNMENT OF ORIGIN Okitipupa

STATE OF RESIDENCE: Ondo

NATIONALITY: Nigerian

PERMANENT HOME ADDRESS: 15, Jiboboro Street off Redemption Road Sabo, Ondo City, Ondo State

CONTACT ADDRESS: 10, Doctor’s road Okitipupa, Ondo State.

E-MAIL ADDRESS: uduhblessing@gmail.com/07036290832

MARITAL STATUS: Married

NOS OF CHILDREN/NAME AND AGE: 1 (One)/ Olatuyi Olamigasi Emmanuel/ 18 months

NEXT OF KIN: Olatuyi Olalekan Marvelous/ osunolale@gmail.com/09074469910

**INSTITUTIONS ATTENDED WITH DATE:**

* Kano State Polytechnic 2009 - 2014
* Federal Government Girls College Kazaure 1998 - 2004
* Kano International School 1992 - 1998

**QUALIFICATIONS OBTAINED WITH GRADE:**

* Higher National Diploma Accounting Distinction
* Diploma Accounting and Auditing Distinction
* Senior Certificate Examination
* First School Leaving Certificate

**WORKING EXPERIENCE:**

* **Diamond Security Holding, Kano. SIWES** 2010

 **Position: Office Assistance**

* **Jofay Nursery and Primary School, Kano** 2011- 2013

**Position:** Class Teacher

* **Shop Well Supermart, Kano**

**Position:** Cashier 2014 - 2015

 **Duties:** Attending to customers

 Taking inventories of all store items

 Daily report of business activities to the management

 Organizing the supermarket daily

* **National Youth Service Corps (Institute of Mgt. Technology, IMT, Enugu State)** 2016/2017

**Position**: Data processing Officer (Bursary Division)

* **Lyceum Montessori School, Abeokuta, Ogun State** 2017- 2019

**Position:** Class Teacher

 **STRENGTHS**

* Respect for all constituted authority
* Dedicated to all assigned duties
* Able to adapt to changing work conditions and environment
* Able to multi task
* Team Work

**HOBBIES**

Relay Race, Singing and Traveling

**REFERENCES**
**Mr. Ossai Paulinus**

Cashier (IMT) Enugu

08037393541

**Dr. Oyelere E. S**

Coordinator Pharmacology and Therapeutics

University of Medical Sciences, Ondo.

08022109007

**Barr. Emmanuel E. Uduh**

MD Odudu Gen. Enterprise

08036957723

15, Jiboboro Street off Redemption Road Sabo,

Ondo City, Ondo State.

6th, May, 2021.

The Registrar,

University of Medical Science, Ondo,

PMB 536,

Laje Road, Ondo,

Ondo State, Nigeria.

Dear Sir,

**APPLICATION FOR THE POST AN EXECUTIVE OFFICER (AUDIT)**

I am writing to express my interest in working for the University of Medical Sciences, Ondo.

As an accounting officer. I am a graduate looking to secure a role in this field and I believe I have many skills that could benefit your institution. I am dedicated, hardworking and enthusiastic with a strong passion for accounting and finance.

During my studies, I undertook a range of relevant modules including financial management, accounting analysis and audit that is considered best practice in financial control, budgeting and processing financial resulting information. This would ensure that I could hit the ground running in any role involving such duties.

Additionally, I did my primary assignment (National Youth Service Corps) in the Institute of Management Technology, IMT, Enugu under Bursary Division attached to the cashier unit as a Data Processing Officer which helps in developing my skills, presentation and team work.

I will be very grateful if my application is favourably considered.

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I hereby attached my Curriculum Vitae for your perusal. Thanks.

Yours faithfully,

Olatuyi Enechojo Blessing.