

ATANDA TAIWO MARIAM

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PROFESSIONAL SUMMARY

Detail-oriented Finance graduate with hands-on classroom teaching experience, strong analytical and numerical skills, and proficiency in Microsoft Word, Excel, and graphic design. Adept at planning, organisation, and clear communication, with a solid foundation in financial principles gained through academic study. Seeking an entry-level or graduate trainee role where I can apply my analytical mindset, IT skills, and strong work ethic to contribute to organisational growth.

EXPERIENCE

Corps Member (Economics Teacher) | Government Secondary School, Abukwo, Katsina State — National Youth Service Corps (NYSC) 2024 – 2025

- Taught Economics to senior secondary school students, breaking down complex concepts such as demand and supply, market structures, and national income into clear, relatable lessons.
- Prepared lesson plans, class exercises, and assessments, and graded student work to track progress and identify learning gaps.
- Maintained accurate student attendance and performance records, developing strong data entry and record-keeping habits.
- Managed classroom time and resources effectively, strengthening organisation, time management, and public speaking skills transferable to a corporate environment.
- Collaborated with fellow teaching staff on curriculum planning and participated in school-wide academic activities.

EDUCATION

B.Sc. Finance 2020 – 2024

Relevant coursework: Financial Management, Financial Accounting, Investment Analysis, Business Statistics

Senior Secondary School Certificate 2014 – 2020

First School Leaving Certificate 2008 – 2014

CORE SKILLS

- Financial analysis and basic accounting knowledge
- Microsoft Excel (certified) — data entry, budgeting, basic calculations
- Microsoft Word (certified) — professional document formatting and reporting
- Graphic Design (certified)
- Numerical and analytical skills
- Attention to detail
- Time management and organisation
- Communication, teamwork, and classroom/public presentation

CERTIFICATIONS

- Certified in Microsoft Word
- Certified in Microsoft Excel
- Certified in Graphic Design

INTERESTS

Financial markets, reading, personal development

REFEREE

Mr. Abdulraheem Yusuph

Supervisor (Workshop Mechanical Engineering), BUA Lafarge, Lafiagi, Kwara State

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