

FRANCIS SAMUEL O.

FS

CONTACT



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StripesDtaylor

PERSONAL DATA

DOB: Nov. 7, 1999
Place of Birth: Lagos
State of Origin: Edo
Marital Status: Single
Gender: Male
Nationality: Nigerian
Languages: English and Yoruba

SKILLS & ABILITIES

Project Management
Data Analysis
Creative skills
Excellent computer skills
Superb relationship skills
Communication and writing skills
Typing Skill (50WPM)
Telephone manner
Excellent organizational skills
Tactful and articulate
Proficiency in Microsoft Office
COREL DRAW
Little idea of Peachtree
Accounting (Management & Compliance)

PERSONAL STATEMENT

I am a creative individual with the inclination to impart knowledge, who aims to put my best at work and contribute positively to the achievement of organization's goal and work within existing structures to achieve set objectives.

EDUCATION

Pinnacle Grammar School Akinde, Alakuko, Lagos. <i>Primary School Leaving Certificate</i>	2002 - 2008
The Lord's Favour Int'l Schools Cambell, Otta, Ogun State. <i>Secondary School Leaving Certificate(SSCE)</i>	2008 - 2014
Yaba College of Technology Yaba, Lagos Textiles Technology <i>Ordinary National Diploma (OND)</i>	2017 - 2019 <i>Distinction</i>
Yaba College of Technology Yaba, Lagos. Industrial Design - Textiles <i>Higher National Diploma (HND)</i>	2022 - 2024 <i>Distinction</i>
Networking Academy Cisco Network Addressing and Troubleshooting	2025
Deloitte Ifrs Learning IFRS Accounting Standards	2026

EXPERIENCE

Exotic Educational Concepts <i>Post:</i> Desktop Publisher - Worked as a computer operator - Tutored clients on desktop publishing (ms-word, Excel Etc.)	2014 - 2016
Caynik Bookshop <i>Post:</i> Sales Representative - Acted as the Director of Finance of the bookshop. - Ensured transparency and accountability in keeping financial records of the bookshop and restocking of goods. - Presented financial information to concerned personnel.	2016 - 2017
Dimeji Olaleye & Associates <i>Post:</i> Legal Secretary - Ordering of office activities & general office management. - Following up on court cases. - Typing, editing and printing of case files.	Jun 2019 - Feb 2020

EXPERIENCE

The Cane Makers

Nov 2020 - April 2022

Post: Operations and Procurement Officer

- Allocation of projects
- Inventory Management
- Supervision of projects
- Printing project illustrations
- Store management
- Sorting orders in stock
- Delivery
- Quality check of produced items
- Leather and fabric finishing of craft works

St. Luke's Anglican Church

June 2022 - July 2024

Post: Accountant/Secretary

- Writing Vouchers and Cheques
- Handling all cash and cheque deposits
- Typing and documentation of files
- Designing flyers and Bulletin for Sunday programme
- Compilation of weekly, monthly and annual account
- Requisition of bank statements and new cheque book
- Management of all Printers, laptop and office supplies.

Acurist Services

Sept 2024 - 2026

Post: Account Officer

- Writing Vouchers and Cheques
- Analysis of daily and monthly transactions
- Data entry and Documentation
- IT maintenance and Trouble shooting
- Assisting the Head Accounting with monthly and yearly compliance
- Requisition and reconciliation of bank statements
- Management of all Printers, laptop and office supplies.

LANDMARK ICT SERVICES(CISCO):

2025

Post: Creative Digital Instructor

- Designing and delivering engaging lessons on creative digital applications to students across primary, secondary, and tertiary institutions.
- Teach design principles, software skills, and project-based learning to foster creativity and digital literacy.
- Adapt CISCO teaching methods to suit diverse age groups and skill levels.

HOBBIES



Research



Singing



Reading



Writing



Traveling

REFERENCE

Mr Adekunle Akanni
(Property Manager)

Royalty Real estate Company

07068830847

Mr. Olusegun Mokayi
(Lecturer)

Yaba College of Technology

09075599585