

OSUJI NGOZI JOY

Block 160 Flat 4 LCHE Jakande Estate Double Star, Isolo.

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Professional summary

A professional Accountant with BSC certificate in Accounting, A Diploma in Computer Operation and Accounting package sage 50 from Unique computer Institute, An SSCE Holder from Baptist High School Owerri and FSLC holder from Samdan Model Nursery and Primary School.

Work History

OLIVE RESTAURANT LIMITED

February 2025 – Till Date

(REVENUE ASSURANCE OFFICER) NYSC.

- Stock inventory taking and recording.
- Counting and supervising of stocks taking by each production and making section.
- Daily supervision of Cash ups to ensure that money deposited to the company's account is equivalent to total sales.
- Physical examination of goods supplied by suppliers in respect to the invoice to ensure that there no discrepancies.
- Preparation of monthly stock report to ensure that company's cost of goods available for sale is accurate and profit is not under or over casted.

SAM & CO. ENTERPRISE

February 2024 – January 2025

(CUSTOMER SERVICE / SALES REP.)

- Welcome all guests, clients, and vendors upon arrival, ensuring they feel comfortable.
- Handle all incoming calls by answering, screening, and forwarding them as necessary while maintaining a polite and professional manner.
- Address queries from clients & customers through phone, email, or in person, ensuring prompt and accurate responses.
- Selling products and taking orders from customers and as well representing the company.
- Developing customers relationship with a variety of individuals interested in the company's products or services and as well as business connections.

Emma and Debby Depot

June 2020 – February 2022

(ACCOUNT CLERK)

- Maintaining financial records, recording transactions, and balancing ledgers
- Verifying invoices and ensuring bills are paid properly
- Answering phone calls and emails, filing paperwork, etc.
- Providing administrative assistance to accountants and working closely with other departments.
- Reconciling vendor statements and addressing any discrepancies

**Early Day Secondary School
(ACCOUNTING TEACHER)**

September 2017 – September 2018

- Planning and preparing lesson plan, lectures and study materials.
 - Grading of papers, test and other students work, offer feedback to students and parents regarding work.
 - Develop and enforce classroom behavioral policies.
 - Making learning an engaging and interactive experience for the students.
- Developing Summative and standardized assessments to evaluate students' progress

EDUCATION & QUALIFICATIONS OBTAINED

IMO STATE UNIVERSITY (IMSU) **2022**
B.SC ACCOUNTANCY (SECOND CLASS UPPER DIVISION)

BAPTIST HIGH SCHOOL OWERRI **2017**
WEST AFRICAN SENIOR SCHOOL CERTIFICATE (WASSCE)

SAMDAN MODEL NURSERY & PRIMARY **2011**
FIRST SCHOOL LEAVING CERTIFICATE (FSCL)

TRAININGS & CERTIFICATE AWARDED

UNIQUE COMPUTER INSTITUTE **2023**
(DIPLOMA IN COMPUTER OPERATION AND ACCOUNTING PACKAGE SAGE 50)

REFEREES

Professor A.C Emeribe.
(HOD Geo-informatics surveying dept. IMSU)

Dr. Rapuru Unegbu.
(Lecturer at FUTO)

Surveyor Ugochukwu Nnorom
(Land surveyor)