

OGAH ALEX OBANDE

Admak Close, Water Bus Stop, Ipaja, Lagos State
09024421814 | ogahobande2165@outlook.com

PROFESSIONAL SUMMARY

Diligent and technically minded B.Sc. Accounting graduate (Second Class Upper) experienced in bookkeeping, financial documentation, customer service, and business support. Proficient in Microsoft Excel and strong analytical and communication skills.

CORE COMPETENCIES

Microsoft Excel, Bookkeeping, Accounts Payable/Receivable, Customer Service, Customer Relationship Management, Invoicing, Communication, Teamwork, Problem Solving.

PROFESSIONAL EXPERIENCE

Assistant Manager, Odylady Ventures (2018–2025)

Supported operations, bookkeeping, documentation, inventory management and reporting.

Customer Service Representative

- Responded professionally to customer enquiries.
- Resolved complaints and maintained positive customer relationships.
- Processed requests and maintained accurate customer records.

EDUCATION

Rev. Fr. Moses Orshio Adasu University (formerly Benue State University)
B.Sc. Accounting, Second Class Upper (2:1), 2025

CERTIFICATION

Microsoft Excel – Beginner to Advanced

LANGUAGES

English, Idoma

REFERENCES

Available upon request.