OKOSISI\_HENRY

Personal Details

**Address**: **Email**:okosisijenifer@gmail.com

49 Chris Idowu Street, **Tel**: 07062808948

Ori-oke Ejigbo,

Lagos-state.

## Work Experience

**August 2009- September 2010 Christ people’s Primary school Lagos state**

* **Teacher**
* Grade 5 class teacher
* Extra lesson teacher
* I taught, social science, numeracy, creative expression as well as physical education skills.
* Presented subject matter utilizing range of teaching materials and techniques.
* Maintained and updated attendance records as well as school discipline.
* I enforced personal development by supporting students to utilize and develop capabilities.
* Organized classroom as well as learning resources to develop positive learning atmosphere.
* Motivated students with enthusiasm and imaginative presentation.
* Prepared and facilitated students development.

**November 2011 – May 2012 Joyne & gro Microfinance Bank Lagos state.**

* **Marketing supervisor**
* As a marketing supervisors i was incharge of the department that handles promotions for the bank.
* Generated strategies used to attain specific objectives.
* Developed and executed advertising programs and external marketing.
* Balancing of staff account after Marketing.
* I Supported, participated and presented feedback.

**November 2017- October 2018 Chitag Transit Guest Home Owerri, Imo state.**

* **Porter**
* I welcome guest into the hotel
* I check out guest from the hotel

**November 2018- Till date Abeokuta south local government Ake.**

* **NYSC (National youth service corp)**
* **Finance department**
* Ensuring that all transactions are properly accounted for and the financial systems are maintained, under all procedures and controls
* Assisting in the formulation, planning and monitoring of policies and procedures.
* Coordinating the implementation of council decisions and circulating reports to those affected.
* Managing bank accounts and overseeing money transfers between head-offices and field offices.
* Assisting and guiding the board by providing relevant financial information during budgeting, accounts to donors and other decision-making activities.

## Education

1. **– 2017 IMO STATE UNIVERSITY (IMSU)**

* **BSC in Marketing**

#### Other Skills

Languages: Fluent in English and Igbo Languages

**Microsoft Office:** Advance user of MS Office suite including Excel, PowerPoint, Word, Access and Outlook.

**House Painting**

#### Other Data

* Member: National Association of Marketing Students(NAMS) since 2013
* Faculty of Business Administration Student Association (FOBASA) since 2013

I am highly motivated, creative and an effective communicator, passionate about working with a prestigious bank that will leverage my skills and dedicate it towards achieving the company’s goals

#### Referees

Available on request.