

IMOUDU OMOKAFE RAPHEAL

Email

Address: omokafe frank@gmail.com phone Number : **09069460217**

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Admin/HR

With this cover letter and attached CV, I would like to express my interest in obtaining employment in your noble establishment currently advertised. I have a bachelor degree in accounting.

I had the opportunity of working as a graduate assistant to the accountant of Mangu Local government council during my national youth service corp from July 2017 to June 2018 where I was able to gain experience in the field of accounting and also work as an operation officer with VFS global Nigeria from March 2019 to June 2022 where I was also able to gain experience in data collection and visa processing.

If considered for employment this organization would benefit from my numerous skills and experience which includes:

- The ability to anticipate management need, follow through on all details and tactfully handle sensitive situation.
- Well-honed in data gathering and analysis
- Computer proficiency, including a concrete foundation in MS word suite (word, Project, Excel, Power point and Access)

It is often said to operate effectively within any organization one must be tenacious, analytically and highly dedicated. I can assure you that as a member of your team, I would bring these attributes to the organization. I would welcome the challenge to work for such a high profile organization.

Thank you for your consideration, I would very much appreciate the opportunity of a job interview.

I can be reached via **09069460217** or **omokafe frank@gmail.com**.

CAREER OBJECTIVE

To positively affect growth through efficient human relation skills in an organization that encourage improvement, excellence and, reward for hard work

Education

Bayero university kano. 2013 -2016

Hannatu memorial college kano. 2000 -2007

Academy Qualifications

B.sc accounting (second class upper)

Work Experience

Vfs global Nigeria

3rd floor sterling bank building central business district abuja

Role: officer operation

2019- 2022

Mangu local government council (NYSC)

Mangu local government plateau state

Role: graduate assistant to the accountant mangu local government council

2017 - 2018

Skills and strength

Data entry

Good communication and interpersonal skills

Ability to work independently and as part of a cross functional team

Excellent info tech proficiency

Reference

Available upon request