

## **APOLLOS AGATHA AYOSI**

**Mobile Number:** 08161596850

**E-mail:** [agathaayosi20@gmail.com](mailto:agathaayosi20@gmail.com)

**Address:** Jos, Plateau State

### **PROFESSIONAL SUMMARY**

Economics graduate with a strong foundation in data analysis, policy development, and economics research. Highly motivated and detail-oriented with excellent communication, problem solving, and teamwork skills. Passionate about contributing to social development, economic planning, and community-driven programs. Eager to apply analytical thinking and research skills to real-world challenges in government or non-profit sectors.

Also committed to maintaining financial accuracy, supporting compliance, and optimizing accounting processes, eager to contribute to a dynamic finance team and continue developing skills in a structured accounting environment.

### **CAREER OBJECTIVES:**

To obtain position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborate integrity and transparency.

### **PERSONAL INFORMATION:**

**Date of birth:** 14<sup>th</sup> December, 2001

**Nationality:** Nigerian

**State of Origin:** Taraba

**L.G.A:** Wukari

**Marital Status:** Married

**Sex:** Female

### **WORK HISTORY:**

**SECRETARY-NIGERIA (April 2022-March 2023)**

**PLATEAU STATE INTERNAL REVENUE BOARD(NYSC)**

- . Generating Taxpayer Identification Number (TIN) .
- . Scheduling and organization .
- . Assisting with financial tasks , such as logging expenses.
- . Coordinating meetings , including preparing agendas and taking minutes.
- . Prepared monthly administrative reports and maintained project logs.

**PROGRAM SUPPORT ASSISTANT(JUNE 2023-AUGUST 2024)**

**COMMUNITY DEVELOPMENT-WOMEN AND YOUTH EMPOWERMENT**

- .Participated in the planning and implementation of local development programs.
- .Collected feedback from program participants and community leaders.
- .Drafted basic reports on program outcomes and challenges.
- .Supported coordination of outreach events and stakeholder meetings.

**ACCOUNTANT(SEPTEMBER 2024- CURRENTLY EMPLOYED**

**THE DELIVERY BOSS COMPANY**

- . Financial Record Keeping and Financial Statement Preparation.
- . Matching and verifying financial records with bank statements and other external sources to identify and resolve discrepancies.
- . Examining financial data to identify trends, assess risks and provide insights for business planning decision-making.
- . Reviewing financial records to ensure accuracy, compliance with regulations and identify potential issues.

**AREA OF SPECIALTY:**

- . Virtual Bookkeeping.
- . Remote Team Collaboration.
- . Budgeting & Forecasting.
- . Virtual Assistant.

**INSTITUTION ATTENDED/ QUALIFICATION OBTAINED WITH DATES**

Nigeria College of Accountancy (NCA) 2023-2025

**Chartered Accountant (CNA)**

Federal University Wukari 2016-2019

**B.Sc Economics (Second Class Lower Division)**

Winners Comprehensive High School 2009-2015

**Senior Secondary School Leaving Certificate**

Mallam Bello Nursery and Primary school

**First Leaving School Certificate**

**PROFESSIONAL SKILLS:**

- .Self-motivated team player
- .Communication
- .Customer relationship skill

.Planning  
.Social Media

**SPOKEN LANGUAGES:**

English  
Hausa

**REFEREES**

**Mrs. Lesley Apollos**

Taraba State Government House  
Jalingo, Taraba State

**08107667110**

**Mr. Peter Etemijowho**

CEO Delivery Boss Group  
Jos, Plateau state

**07030712336**