

## ESEWI HENRY Third Name

**Address:** No 8, Opposite Imperial College, Bariga, Lagos State, Nigeria.

**Date of Birth:** 16/09/1989 | **Email:** [youremail@gmail.com](mailto:youremail@gmail.com) | **Phone number:** +2348067XXXXXX

### PERSONAL STATEMENT

A creative individual with the inclination to impart knowledge, who aims to put my best at work and contribute positively to the achievement of organization's goal and work within existing structures to achieve set objectives.

### INSTITUTIONS ATTENDED WITH DATES

University of Benin, Edo State	2009 – 2014
Maryland International College, Bariga, Lagos	2002 – 2008
Maryland Baptist Staff School, Bariga, Lagos state	1996 – 2001

### CERTIFICATES OBTAINED WITH DATES

B.Sc (Hons) Business Administration	2014
Senior School Leaving Certificate (WAEC/NECO)	2008
First School Leaving Certificate	2001

### PROFESSIONAL CERTIFICATION/MEMBERSHIP

International Strategic Management Institute (ISMI) – Certified Member	2016
National Institute of Professional Skills Acquisition (NIPSA)	2011

### WORK EXPERIENCE

#### NATIONAL YOUTH SERVICE CORPS (NYSC)

Federal Government Girl's College Uyo, Akwaibom State 2016

- Taught Business studies

#### MENDEL SERVICES NIGERIA LTD (EDO STATE)

2014 - 2015

- Industrial Training (SIWES)
- Worked in an administrative capacity
- Kept financial records, necessary files and;
- Managed and controlled the operations and plans of the organization.

O'MEDIA (IT firms providing solutions to businesses and students) 2013-2014

- Worked as an administrative manager and accountant
- Tutored clients on desktop publishing (MS-WORD, EXCEL, POWERPOINT etc.)

ZEAL GROUP OF SCHOOLS (Opposite Oando filling station, Ikeja, Lagos) 2012

- Financial Accounting and Commerce teacher

JUNIOR CHAMBERS INTERNATIONAL CLUB 2011 - 2012  
(University of Benin, Edo state)

- Acted as the Director of Finance of the Club
- Ensured transparency and accountability in keeping financial records of the club
- Presented financial information to concerned personnel

## COMPUTER SKILLS

Website design and development

Microsoft office packages: MS-Word, EXCEL, POWERPOINT

COREL DRAW

Little idea of Peachtree Accounting and Quick Books

## LANGUAGES

English (Fluent), Edo (Native Speaker).

## INTEREST

Reading, creating new things, designing, and learning new things

## REFEREES

### **Mrs Name**

Head of Business Studies – Federal Government Girls College, Uyo, Akwaibom state.

Contact: Will be provided on request

### **Mr. Name**

University Registrar – University of Benin

Contact: Will be provided on request