

JOAN SAMPLE

14 Any Road
Aberdeen
AB12 3CD
Phone: 01234 56789
Email: j.sample@hotmail.com

EDUCATION

MBA Energy Management, University of Aberdeen **2019 – 2020**

Courses include: Energy Finance, Future Energies, Business Strategy, Values and Markets, Managing Change and Innovation and Internationalisation.

BA Accountancy (2.1), University of Lagos, Nigeria **2012 – 2016**

Courses included: Financial Accounting, International Accounting Standards, Management Accountancy and Banking.

Complementary subjects included: Economics and Human Resource Management.

Final Year Project: *The Application of International Accounting Standards to the Banking Sector*. In this study, I compared the impact of recent changes in standards to the banking sectors in various countries, including Nigeria, the USA and the UK. Following research in the library and on the internet, I also managed to make contact with the relevant regulatory bodies in each country which gave me a valuable insight into the practicalities of enforcing standards.

Federal Government High School, Abuja **2009 – 2012**

London Cambridge Exams (equivalent to A-levels): English (A), Maths (B), Geography (B), Computer Science (B) and Yoruba (C).

PROFESSIONAL MEMBERSHIPS

Association of Chartered and Certified Accountants (ACCA)

I am a registered student with ACCA and have passed all fundamental level exams, including Financial Management, Corporate and Business Law and Taxation.

Chartered Institute of Management – Student Member

RELEVANT EXPERIENCE

Investment Analyst, First Bank of Nigeria, Lagos **Aug 2018 – Aug 2019**

I was mainly responsible for researching investment opportunities and presenting these to fund managers and, in an easily understandable format, to clients. A number of these funds were in the energy sector. This allowed me to build up expertise on the performance and volatility of the markets in this area. Latterly, I moved on to managing some smaller funds myself and made investment decisions based on my own research and that of newer trainees.

Trainee Accountant, Standard Bank, Lagos **Sept 2016 – Jul 2018**

As a graduate trainee, I was given the opportunity to experience a number of different departments which gave me an insight into the day-to-day customer contact as well as corporate lending and investments. In my last three months with Standard Bank, I was responsible for processing and monitoring large corporate accounts which developed my analytical skills. I was also given the opportunity to study for the ACCA qualification during this time.

WORK RELATED SKILLS

- Communication** Writing regular reports for a variety of audiences at Standard and First Bank along with my academic studies has greatly increased my written communication skills. Through regular client contact and giving presentations at University and to my managers, I have also built up my confidence and I am now very comfortable speaking in public.
- Organisation** During my time at Standard and First Bank, I worked full-time in demanding jobs and studied part-time for ACCA which required excellent organisational and time management skills. As President of the Charity Club, I was responsible for organising and co-ordinating a number of events with up to 20 volunteers and 300 visitors which gave me valuable project management experience.
- Teamwork** I am confident both working in a team and leading: as President of the Charity Club I gained experience of leading and motivating teams of varying sizes. My jobs at Standard and First Bank were very much team based and I have been involved in group presentations and projects at University where I have both been a team member and leader.
- IT** I use Microsoft Office in all my course work and much of my research for my final year project was done via the internet. I have also been involved in creating web pages for my dance school.
- Languages** I am a native speaker of Yoruba and speak French and English to native speaker level as these were the business languages used at Standard and First Bank.

INTERESTS & ACHIEVEMENTS

University Charity Club – In my last two years at the University of Lagos, I was elected President of the Charity Club which is involved in fundraising for projects in the local community. In two years, I raised the membership of the Club from 20 to 60 and this allowed us to organise and run a number of events which resulted in a 300% increase in the funds raised. I was given a special commendation from the University for my efforts.

Leadership Academy – I was selected to take part in the University of Aberdeen's Leadership Academy. I currently attend a series of workshops on different aspects of leadership such as communicating your vision, resilience or dealing with conflict and will be awarded a certificate on completion.

Music and Dance – I am very interested in music and dance and have had dancing lessons since the age of 10. During High School and university, I also had the opportunity to teach some classes in my local dance school. I still pursue this as a hobby whenever I get the chance.

REFEREES

Available on request