

HARUNA CYNTHIA BECKY

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CAREER OBJECTIVE

A Resourceful and Innovative Theatre and Media Arts Graduate who has over a year hands on experience in financial analysis, tax returns preparation, conducting research, analyzing information and marketing. Who is team oriented and open to continuous self learning and development. Who is willing to work in a reputable organisation that offers opportunities for growth, career and personal development, while working to achieve the goals and aims of the organisation.

SKILL SET

- Financial Analysis
- Team Player
- Effective Communication
- Tax Consult
- Creativity and Innovation
- Interpersonal Skill
- Microsoft Proficiency
- Result Driven
- Relationship Building

WORK EXPERIENCE

Tax Volunteer (NYSC)

Federal Inland Revenue Service, Abuja, FCT

2019 – 2020

- Documenting of taxpayers' information; which includes Business Names, Business Numbers, Taxpayer Identification Number (TIN) and comments on the log book daily.
- Created awareness on VAT (Value Added Tax) increment in Shops, Marketplace etc.
- Enlightened and offered clients recommendations on how to be tax compliant.
- Prepared written responses on tax returns amendments to resolve state and federal notices.
- Facilitated communication between non compliant and tax authorities.
- Interviewed new Tax complainants to collect information and necessary paperwork prior to preparing tax returns.
- Monitored social media and online sources for industrial trends.

Broadcast News Analyst

Lagos Television, Agidingbi Ikeja

2017

- Sourced for feeds and news updates from newspapers, internet, face to face interview and Vox pops for programmes.
- Supported the day to day running of "Just Business" television programme.
- Wrote and voiced scripts for programmes.
- Conducted Vox pop and face to face interview on streets for business related topics.
- Daily gathering of facts on forex and the Nigeria stock exchange for the programme.

- Ensuring programmes are copied and saved online for future references.

EDUCATIONAL HISTORY

Bachelor of Arts: Theatre and Media Arts

AMBROSE ALLI UNIVERSITY, EKPOMA, EDO STATE.

SECOND CLASS UPPER DIVISION (2.1)

2015 - 2018

CERTIFICATION

- **Public Speaking and Presentation (PSP)**
Dexter & Heros Consulting Ltd.
June 8th 2020
- **Human Resource Management (HRM)**
Dexter & Heros Consulting Ltd.
30th March 2020
- **Project Management Professional (PMP)**
Dexter & Heros Consulting Ltd.
14th May 2020

ACCOMPLISHMENTS

- Completed an outstanding budget of individual tax returns in the year 2019/2020 tax season.
- Maintained 80% clients retention rate, year over year.
- Improved team efficiency by implementing key process adjustments.
- Participated in the commercial of Domino Pizza and cold stone icecream promotion on Lagos television.

REFEREE

Available on Request