

Curriculum Vitae.

David Charles Njotsa (January 31st 1989)

Daylight Centre Fellowship

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Career Objective: At present, I am home studying to become a Chartered Accountant (ACCA) and my aim whilst trying to be certified is to render myself to an accounting firm to gain experience and put what I am learning into effect. **I am willing to render this time unpaid, in-turn to gain experience in an actual accountancy environment.**

Education:

Hightower High School, Missouri City, Texas.

High School Diploma, 7th of June 2008, consisting of; Biology with grade A, Chemistry with grade A, Physical Education with grade A, English Language with grade A, Business Studies with grade A, Record Keeping with grade A, Pre-Calculus (Mathematics) with grade B, Communication Studies with grade B, Economics with grade B, French with grade C.

Northampton College, Booth Lane.

AAT Level 2 Certificate, August 2011 and ***AAT Level 3 Certificate***, September 2012.

Northampton University, Park Campus.

Diploma of Higher Education in Accounting and Finance, January 2018, consisting of; Business & Company Law, Financial Skills and Numeracy, Economic Environment, Cost and Management Accounting, Financial Accounting, The Accountant in Business (Ethics). Accounting Software and Models, Financial Management, Management Accounting, Financial Environment, Taxation Theory & Practice and Taxation.

Association of Certified Chartered Accountants (ACCA), so far completing F1 (AB) Accountant in Business, F2 (MA) Management Accounting, F3 (FA) Financial Accounting, F4 (CL) Corporate & Business Law and F6 (TX) Taxation, with eight more papers to complete.

Employment Experience/Training:

BCC Marketing Services Ltd, Dennington Road Industries Estate, NN8 2QH. (September 1st 2008 till the 24th of October 2009).

Job Description: Telephone sales operator, achieving magazine subscriptions based on given targets, objection handling, payment processing, customer servicing and care, meeting targets and working as a team.

Holland and Barrett, 69 Corn Lane, Swansgate Shopping Centre, Wellingborough, NN8 1EZ. (December 12th 2009 till 12th June 2014).

Job Description: **(Supervisor/Management)**. Ongoing training for product advisory and management, tested upon frequently with a pass percentage of 85%. Ensuring staff deal with customers appropriately by giving them the information they need when they need it, tested upon frequently by mystery shoppers. Being the primary point of contact for customer queries, dealing with people face to face on a daily basis. Responsible for providing an excellent service, delegating performance and tasks, helping with training and development, completing paperwork, cash management, associate timesheet adjustments, receiving deliveries and perpetual inventory adjustment. Managing neighbouring stores as well as managing my own store like Northampton, Luton, Milton Keynes and Kettering as well as other outlets like GNC Peterborough.

Achievements: **Advanced Product Advisory QCF Level 3** – Understanding the Applications of Holland & Barrett Vitamins, R/503/7086 Minerals, Supplements and Health Products. (A Level Equivalency).

D C Leisure Management Ltd, Waendel Leisure Centre, Thomas Street, Wellingborough, NN8 1DZ. (31st August 2013 till the 17th of June 2016).

Job Descriptions: **Swimming Pool Life Guard**, leisure centre sanitation, swimming pool operation and supervision, intervention, rescue and implementing emergency action plans like cardiopulmonary resuscitation (CPR) and First Aid; achieving a **Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue QCF qualification** and a **First Aid at work Certificate**, with monthly training to keep up to date.

Aquatics Teacher, teaching children from new-borns to adults, with main classes of children aged 3 – 12, understanding the fundamentals of coaching, the principles of planning, conducting, evaluating activities in sports and aquatics; achieving both **ASA Level 1 and 2 Certificates in Teaching Aquatics (QCF)**.

British gymnastics in Coaching Fundamentals of movement for early years (children).

Skills achieved: Customer Servicing; Managing and Supervising; Cash Handling; Motivating, Coaching and Teaching; Communicating, spoken and written at all levels; Planning and Prioritizing; Calmness under pressure; Decisive; Record Keeping; Organising; Computer literacy/ Information Technology (IT) skills.

I believe that the skills I have acquired so far will put me in a good state into any role I take in employment.

References: On request.

