LANITHA BEKWAYO

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**SUMMARY**

I am a 2nd YR student, BA (Hons) in Accounting & Finance with Dublin Business School, who is open minded with a can-do attitude ready to take on any challenge thrown my way. Learning new skills is the goal and every experience offers another opportunity to learn. I am friendly as well as approachable with a desire to help people. I am driven, passionate and determined.

Education & Awards:

Dublin Business School - Higher Certificate in Business. 14/12/2021

Dublin Business School – BA Honours in Accounting & Finance 2nd Yr. 2019- Present

* IT Skills – Microsoft Excel, Word, PowerPoint, MS Access and HTML
* Cost Accounting and Financial Accounting.
* Financial Management as well as Management.
* Financial Reporting, producing Income Statements, Statement of Financial Position and Statement of Change in Equity.
* Critical Thinking Skills.
* Academic Writing.

Class Representative of the Year – Dublin Business School, 2019/2020

* Leadership Skills
* Problem Solving
* Business Acumen
* Communication & Administrative Skills.

Awards:

Student Leadership Programme – Dublin Business School – 2019/2020

* Negotiation & Persuasion Skills
* Organization
* Motivation & Perseverance
* Teamwork

Education Officer & Class Representative – 2020/2021

* Involved in Programme Board Meetings
* Training with National Student Engagement Programme
* Managed Class Representative Programme 2020-2021

Experience:

Front Desk / Reception – Urban Brewing. 01/06/2021 – 21/12/2021

* Managed daily bookings
* Answered emails, phone enquiries, also responsible for company policies being sent out to every guest booking.
* Dual role of front desk & waitressing
* Trained new staff for my role

Skills

* Leadership & Administration Skills
* Proficient in Microsoft Apps & Computer skills
* Bilingual
* Planning & Organizational Skills
* Project Management
* Social Media Content Creation

References

* Front Desk / Reception – Haixia He, 01 568 5989
* Awards & Education – Shane Mooney. Head of Student Experience at Dublin Business School
* Retail – Vezi Dlamini, +27 73 647 1873