

Emmanuel Ungwada

Accountant

Swan Street Centre, Swan Street, SR5 1EB, Sunderland, United Kingdom
07709721192 · ungwadaemmanuel19@gmail.com

➦ [Personal online portal](#)

Skills

Ability to prepare financial statement □ Ability to analyze data □ Critical thinking □ Time management □ Microsoft office suite □ Business administrative □ Customer experience □ Reception □ Call handling □ Visitor logs

Languages

English

Bekwarra

Profile

An administrator, accountant and a diligent digital marketer, with a track record of delivering administrative tasks, duties and responsibilities. With several years of experience gained working for a company.

Employment History

Administrative assistant, Gomara Gas limited, Abuja, Nigeria

February 2014 — February 2018

Acting in a supportive role in the office. I was responsible for managing and distributing information

among co-workers, answering phone calls, email enquiries and doing other administrative work.

Account staff, Federal medical centre, Owerri., Abuja, Nigeria

June 2018 — July 2020

Preparing monthly financial reports and inspecting account books for efficiency and accuracy.

□ Maintaining and updating accounting records and files

□ Analysing budgets and creating expense reports.

Education

Higher National Diploma, Fidei polytechnic Gboko., Gboko, Nigeria

February 2017 — July 2019

Accountancy “CGPA 3.64, Distinction”

National Diploma, Fidei polytechnic Gboko, Gboko, Nigeria

September 2014 — August 2016

Accountancy “CGPA, 3.54, Upper credit”

SSCE, Paradise Cornerstone College, Ogoja, Nigeria

January 2007 — February 2013

8 credits including English and mathematics

Certification

-IELTS certificate - Digital marketing - Health Care assistant -Diploma in computer

Internships

Volunteer, National Youth Service Corp (NYSC), Imo, Nigeria

January 2019 — September 2020

I contributed to accelerating the national economy's growth and developing common ties among the Nigerian youths, promoting

the Nigerian youths, promote national unity and integration as a corp member. I served in Owerri the state capital of IMO.

References

Mr David Agbenem from INEC official
+2348182087762

Adekunle Gideon from CEO kunliano enterprise
+2347018436434 · adeyemiadekunlegideon@gmail.com