

ANTHONIA IFEOMA NWACHUKWU

Ibadan, Oyo-state.

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Profile Summary

An individual who possesses analytical skills and extensive knowledge of accounting tools and processes. Excellent communicator with outstanding ability to effectively interface with people in a work group setting. I am looking for opportunities to gain practical experience and contribute myself with full involvement and dedication for the growth of the organization.

Skills

Personal Skill

- Team work
- Time Management
- Customer Service Skills
- Communication Skills
- Problem Solving Skills
- Office Coordination
- Presentation Skills
- Marketing Skills
- Financial Management
- Active Listening
- Leadership Skills
- Documentation Skills

Soft Skill

- CRM Application

Microsoft Office Tools

- Excel
- Word

Other Accounting Software:

- Sage50

Experiences

Customer Service Executive(Telesales/Recovery)



iSON Xperiences, Ibadan, Oyo state.

11/2022- Date

- Communicating with customers via phone calls, chat and follow up on customer interactions.
- Recording details of inquiries, comments, complaints and call outcomes.
- Providing knowledgeable answers to questions about the product and availability to meet customers need.

Internal Auditor Assistant (NYSC Program)

Oriire Local Government Secretariat, Ikoyi-ile, Oyo state.

11/2021- 10/2022

- Monitored the design and proper functioning of the internal control, policies and procedures.
- Ensured the pre-payment audit of all checked and passed vouchers are carried out.
- Confirmed the vouchers forwarded under security schedule are directed to the appropriate central office.
- Kept tracks of daily inward and outward of personal and office files in the internal audit unit.

Teacher

Maranatha Comprehensive College, Idiroko, Ogun State.

05/2021 – 10/2021

- Prepared lesson notes, taught Home Economics and Agricultural Science.
- Assisted in implementing policies and rules governing the operation of the school.
- Scheduled and facilitated meeting relating to school projects and school development.

Education

Olabisi Onabanjo University, Ago-Iwoye, Ogun-State.

2016 - 2020

B.Sc (Accounting),

Grade: Second Class Division.

Premier Grammer School, Lafenwa, Abeokuta, Ogun-State.

2010 – 2016

SSCE.

Training and Certifications

Certificate of Training Completion.	- iSON Xperiences	2022
Certificate of National Service	- National Youth Service Corps	2022
Certificate of Appreciation	- NDLEA (Oyo State Command)	2022
Professional Intelligence Soft Skills Training	- LEAM Consulting	2022
Reading Financial Statements	- Corporate Finance Institute	2020
Accounting Fundamentals	- Corporate Finance Institute	2022
Certificates of Participation	- Man 'O' War	2017,2018&2019

Hobbies

Blogging, Cooking, Travelling, Meditation

References are available upon request.