

# ADIZUE PEACE .C.

**Address:** No 3 End of Community Avenue Magboro, Ogun State.

**Email:** peacepac4good@gmail.com

**Tel:**08160260468

## CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

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## EDUCATION

**FEMCODE AFRICA**

**2020**

(Certificate of Achievement)

**NATIONAL OPEN UNIVERSITY OF NIGERIA (NOUN)**

**2015 - 2020**

(B.Sc. Computer Science)

**AZIA COMPREHENSIVE SECONDARY SCHOOL AZIA  
IHIALA, ANAMBRA STATE**

**2008 - 2012**

(Senior School Leaving Certificate)

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## WORKING EXPERIENCE

**MULTIPRO CONSUSMER LIMITED (BHN DIVISION)**

**2018 - Till date**

(Billing Clerk)

- Generating invoices using customers waybill
- Collect and sort all invoice, credit, bill, and order statements
- Manage financial data to discover outstanding invoices
- Deliver invoices and bills and to customers
- Enter all relevant data into accounting software (ORON)

**VENUS NINA CO.LTD)**

**2014 - 2017**

(Data Operator)

- Generating purchase orders and drafting credit memos
  - Scanning and sorting incoming and outgoing stock
  - Prepare account balances of the customers
  - Update accounting records with new payments, balances, customer information etc.
  - Create account statements for customers Create reports and present to managers
  - Enter all relevant data into accounting software(Quickbook and Ecount)
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### **SKILLS**

- ✓ Proficiency with certain software programs(Quickbook, Ecount, Orion)
- ✓ Proficiency with Micro Soft Office Suite
- ✓ Excellent knowledge of programming language including frontend (html,css,javascript)and backend(java)
- ✓ Ability to multitask and work on tight dead-lines
- ✓ Ability to carry out any given task with the right attitude to achieve the required and expected result

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### **HOBBIES**

- ❖ Reading, solving puzzle and socialising with family and friends.

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### **REFERENCES**

Available upon request