

FRANCIS CHINEYE RUTH

PROFESSIONAL SUMMARY

I'm an accomplished accountant with a proven track record of delivering accurate financial analysis and reporting. With a strong foundation in financial management, Human Resources, Project Management. I meticulously pay attention to detail, I have consistently ensured compliance with industry standards and regulations. Expertise in reconciling accounts, optimizing financial processes, and preparing comprehensive financial statements that has contributed to the financial success of the organizations. My dedication to precision and my ability to adapt to evolving financial landscapes makes me a valuable asset to your team

Work History

Business Studies Asst. Teacher

Delight Presville Sec. School

2020 - 2021

- Collaborated with colleagues, attending staff meetings and contributing to the overall development of the school's educational programs.
- Assist in administrative tasks such as attendance, record-keeping and maintaining classroom supplies and resources.
- Ensure the safety of students in the classroom and during activities, following school safety guidelines.
- Help create and organized and stimulating classroom environment that promotes learning and showcases students work.
- Assist in evaluating student's work, grading assignments, and providing constructive feedbacks. Keep records of student's progress.
- Collaborate with the lead teacher to develop lesson plans, instructional materials and assessments that cater to students needs and learning styles.
- Supervise the students during exams, tests and other assessments. Ensure a fair and secure testing environment.
- Help maintain discipline and a conducive learning environment in the classroom. Assist in organizing and managing student's activities.

Project Manager/HR Manager

Deminifa Groups

2021 - 2022

- Responsibly defining project scope, objectives and deliverables, creating detailed project plans, including timelines, resource allocation and budgets.
- Lead projects teams, assigning tasks, setting goals and ensuring team members have the necessary resources and support to complete their work.
- Oversee recruitments and hiring process and making hiring and onboarding decisions.
- Identify training needs, organize training programs and support employees, professional growth and development

CONTACT

Address: Dutse, Abuja, Nigeria

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Email: ruthfrancis336@gmail.com

Date of birth: 30th, December, 2003

SKILLS

- Administrative Writing Skills, Reporting Skills, Professionalism, Confidentiality, Organization, Verbal Communication, Excellent Problem Solving, and Multitasking skills
- Data collection and analysis
- Infrastructure planning
- Digitizing skills
- Interpersonal Communication

EDUCATION

Bachelor of Science(B.Sc), Accounting Studies, 2020 - (still in view)

Joint Professional Training Support - Abuja - Nigeria

Secondary Education

**Brilliant Impact International Academy
2014 - 2020**

Niger State, Nigeria.

Primary Education

Javino Model School

2008 - 2014

Niger State, Nigeria.

BIODATA

State of Origin: Enugu

L.G.A: Udi

Nationality: Nigerian

Marital Status: Single

Gender: Female

Languages: Igbo, English

REFERENCE

Mrs. Juliana Francis

*Businesswoman
Abuja, Nigeria.*

Miss. God'sFavour Francis

*Businesswoman
Abuja, Nigeria*

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