

JUDITH ESEDEBE

Ibadan, Oyo, Nigeria

07033500843 judyese08@yahoo.co.uk

PROFESSIONAL SUMMARY

With passion for Excellency, I possess excellent interpersonal abilities; and adapt at managing budget, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

SKILLS

- Financial Statement
- Budgetary and Allocation
- Accounting Ledger Reconciliation
- Intuit QuickBooks
- Internet and e-mail Skills
- Interpersonal Communication Skills

WORK HISTORY

Accountant January, 2016 to Date

O.L.A Catholic Hospital, Oluyoro Oke-Ofa, Ibadan, Oyo, State

- Gathered financial information, prepared financial reports
- Documented cash, credit, fixed assets, accrued expenses and line credit transactions.
- Created budgets and forecasts for management team to meet regular accounting deadlines; identify and investigated variances to financial plans and forecasts
- Prepares the quarterly and yearly financial statements.

Account Officer and secretary to the Administrator February, 2010 to January, 2014.

St, Joseph's Rehabilitation Centre (Hospital), Ukani-Iba, Essien Udu, Akwa Ibom State.

- Responded to request for information and resolved issues quickly
- Prepared the quarterly and yearly financial reports
- In charge of the petty cash

EDUCATION

Federal University of Technology – Owerri Imo State. Master of Science (M.sc)

Financial Management February, 2016

Federal University of Calabar, Cross Rivers State. Bachelor of Science (B.sc)

Economics February, 2007.