

NNAJI, GLORY CHIZOMAM

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PROFESSIONAL SUMMARY

OBJECTIVE: An undergraduate of the department of Microbiology in the University of Port Harcourt, with keen interest and attention to detail. Possessing sizable experience in customer relations, I am seeking the opportunity to become part of a system that supports growth and helps to harness my skills in order to achieve set goals and objectives.

WORK HISTORY

BLUESTEEL INDUSTRIES LTD, LAGOS STATE

Position: Account Officer

Date: 2013 – 2014

Key Responsibilities

- Creating and processing company invoices
- Cross-checking invoices with payments and expenses to ensure accuracy
- Managing and maintenance of company's accounts
- Processing of funds

FILMAS INDUSTRIES LTD, LAGOS STATE

Position: Sales Representative

Date: 2014 – 2015

Key Responsibilities

- Creating and processing company invoices
- Cross-checking invoices with payments and expenses to ensure accuracy
- Managing and maintenance of company's accounts
- Processing of funds

EDUCATIONAL QUALIFICATIONS

UNIVERSITY OF PORT HARCOURT

Degree: BTech, Microbiology Technology

Date: 2016 – 2022

BISAM COMPREHENSIVE COLLEGE, LAGOS STATE

Degree: West African Senior School Certificate (WASSCE)

Date: June, 2012

TRAINING PROGRAMS ATTENDED

Google Basic Digital Skills Training

Date: June, 2019

SKILLS

- Excellent oral and written communication skills
- Great interpersonal relationship
- Good knowledge of MS Word and Excel
- Ability to work as a team player
- Conflict management
- Ability to proffer solutions to challenges
- Honesty and integrity

REFEREES ARE AVAILABLE UPON REQUEST