

**OBI CHIDERA PRECIOUS**

**Lagos, Nigeria.**

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### **PROFESSIONAL SUMMARY**

I'm an aspiring professional with a strong background in accounting and a growing interest in web development. In addition to my accounting expertise, I am actively expanding my skills in web development, focusing on front-end technologies like HTML, CSS, and JavaScript. With a keen eye for detail, strong organizational skills, and a problem-solving mindset, I am eager to contribute to a team and apply my knowledge in both accounting and web development. I'm eager to contribute to a team while continuing to grow professionally.

### **SKILLS**

- **Accounting:** Financial reporting, bookkeeping, tax preparation
- **Software:** QuickBooks, Microsoft Excel, Google Sheets
- **Web Development:** HTML, CSS, JavaScript, Git, WordPress
- **Problem-Solving:** Attention to detail, data analysis.
- **Soft Skills:** Strong communication, organization, time management, adaptability

### **WORK EXPERIENCE:**

**Front-end Developer Lagos, Nigeria**

**Lagos scripting and coding school.**

**[August 2024 to Present]**

- Actively learning and developing web development skills with a focus on front-end technologies such as HTML, CSS, and JavaScript.
- Contributing to the design and development of the company's website by creating and updating web pages, ensuring responsiveness and improving user experience.
- Collaborating with senior developers to implement website features and troubleshoot technical issues.
- Gaining experience with version control tools like Git and participating in code reviews and collaborative development processes.

## **Cashier**

**Killmanjaro Restaurant — Enugu, Nigeria**

**[July 2019 to Jan 2021]**

- Managed customer transactions, processed payments, and provided excellent customer service in a high-volume environment.
- Maintained accurate cash handling procedures and ensured correct change was given.
- Demonstrated strong attention to detail while balancing cash drawers at the end of each shift.
- Developed strong communication and problem-solving skills when addressing customer inquiries and concerns.
- Supported team members with various tasks, showcasing teamwork and adaptability.

## **Front Desk Officer (Industrial Training)**

**Dipo Fakorede & Co Estate Surveyor and Valuer — 2016**

- Managed reception duties and supported administrative functions, ensuring smooth operations at the front desk.

- Welcomed clients and guests visiting for property and land purchases, providing clear and informative guidance on available options.
- Acted as the primary communication link between the organization and clients, ensuring effective, professional, and accurate correspondence.
- Conducted both online and onsite marketing of the company's real estate properties to potential clients, enhancing visibility and engagement.
- Addressed and resolved client inquiries, complaints, and requests, maintaining high levels of customer satisfaction and encouraging return visits.

## **EDUCATION**

### **Higher National Diploma in Accounting**

[Institute of Management and Technology] — [2021]

- Relevant coursework: Financial Accounting, Managerial Accounting, Business Law, Taxation, Auditing

## **CERTIFICATION AND TRAINING OBTAINED WITH DATES:**

Web development certification [ Lagos scripting and coding school — [2024]

Virtual Assistant Certification [Remanda Skillup Academy] — [2024]

- Completed comprehensive training in administrative support, communication, time management, and task management for virtual assistance roles.
- Gained proficiency in tools like Microsoft Office, Google Workspace, project management software (e.g., Trello, Asana), and communication platforms (e.g., Zoom, Slack).

National Youth Certificate of National Service — 2024

## **• REFERENCES**

Available on request