Chukwu Nnenna Chinenye

No 8 East-west Road Alesa Eleme Port-Harcourt, Rivers state.

08056337763

[Chukwuchinenye33@gmail.com](mailto:Chukwuchinenye33@gmail.com)

**Career objectives**

* To prioritize the needs of my clients.
* To create unconventional and result- oriented approaches to tackling challenges.

**Personal Details**

Sex: Female

Date of birth: 30th January 1995

Local government: Nkanu East

State: Enugu

Nationality: Nigerian

Marital Status: Single

Languages Spoken: English and Igbo

**ACADEMIC QUALIFICATION**

**Association of Certified Chattered Accountants**

April 2017-till date (in view).

**University of Port Harcourt, Choba, Rivers State, Nigeria.**

B.sc, Accounting (2nd class upper division), 2015.

**Holy Rosary College Uwani, Enugu State Nigeria**

WASSCE 2011.

**WORK HISTORY**

**Loyola Junior College, Old Ife Road, Ibadan, Nigeria.**

Business Studies Tutor (NYSC), 2016.

* Prepared classroom presentations to meet students' needs and abilities.
* Prepared course objectives and scheme of work following curriculum guidelines and requirements of the state and school. .
* Prepared weekly assessments to check students’ performance.
* Recording and presentation of students’ terms performance.

**NOTORE chemical industry, onne, Port-Harcourt, Nigeria.**

Intern, financial control unit, March 2016 – September 2016

* I handled direct communication/links with clients in my unit.
* Responsible for carrying out retirement procedures for the employees/staffs.
* Organization/safekeeping of department files and no error was recorded.

**Nigerian federation of catholic students (NFCS)**

Zonal treasurer (Port-Harcourt) April 2013- October 2016

* Responsible for safe keeping and management of funds of the organization.
* Making approval prior to any disbursement of funds.
* Bringing ideas on how funds can be raised for organizational use.
* Giving financial reports.

**Catholic management science students association (CAMSSA)**

Financial secretary Duration: 2014-2015

* In charge of financial records.
* Head of finance committee.
* In charge of making organization budget.

**Hyteck Okey INT. Company (Port-Harcourt, River State)**

Cashier, June 2013 – January 2014

* In charge of recording all income and expenses.
* Keeping all financial records and giving reports as at when due.
* Making payment and allowances to workers subject to approval of the managing director.

**Personal Skills**

**Communication skills**

Good and efficient communication skills gained through my experience with various organizations.

**Organizational/managerial skills**

* Good sense of organization (I have been a part to organizing a one week event of the catholic management science students association which yielded success and through my efficient organization of recorded information in my unit during my internship).
* Team spirit
* Accountability (gained through my different work experience).
* Presentation (have made various presentation in front of 50-75 people).
* Leadership skills( I led committee of interns to organize all the health and security programs carried out during my internship)

**Computer skills**

* Good use of Microsoft office tools.
* Basic knowledge of Corel draw.

**REFERENCE**

Would be provided on request.