

ANYANWU ADAEZE

B . S c .

ADMINISTRATION | BUSINESS DEVELOPMENT | ACCOUNTING | FINANCE.



Bwari, F.C.T Abuja.



(081) 4251 - 7420



adaezejonathan500@gmail.com

EDUCATION

B.Sc - Accounting

Michael Okpara University of Agric.
2018.

Senior School Certificate

Regina Caeli Secondary School, Abia.
2013..

CORE STRENGTHS

- Financial Analysis
- Audit & Tax
- Banking Support
- Sales Strategies
- Cost Control & Budgeting
- Business Development
- Administrative Support
- Reconciliation & Settlement
- Accounts Receivable/Payable

SPECIALIZATION

Financial Analysis

Administration

Accounting

CAREER SUMMARY

- Creative personnel with 3 years of proven career success in implementing strategies to execute a full range of administrative activities.
- Proficient at creating and implementing strategies to develop and expand revenue, sales, and productivity.
- Ability to thrive in a fast-paced and high activity business environment, while maintaining an emphasis on the highest quality of customer service.
- Competent at meeting deadlines while executing tasks in administration, business development, sales, marketing, financial accounting, etc.

CAREER TRACK

Account Officer 3 | Nigerian Defence Academy.

Sept 2019 - July 2020.

- Examined, analysed and interpreted account records, compile financial information and reconciled report and financial data..
- Implemented accounting business improvements that supported the operations of the academy.
- Assisted with financial statement, accounting record, financial reporting, payroll, accounts receivable and payables.

Administrative Assistant | Lansan Nigeria Ltd, Abuja.

Mar 2018 - July 2018.

- Developed and utilized a filing and retrieval system and monitored office supply in placing orders and evaluations.
- Coordinated and managed the support staff to ensure delivery was made with respect to set corporate goals.
- Executed a range of administrative functions to support overall business goals and objectives.

SKILLS ANALYSIS

- Exceptional experience in understanding administrative, customer service, marketing, sales, business development and many more.

PROFICIENCY

Interpersonal

Management

Customer Relations

Ms Office

Planning & Organizing

Problem Solving

Innovative & Initiative

Negotiation

Time Management

Research

Teamwork

REFEREES

Lieutenant Colonel Joshua Adisa

Commanding Officer,
176 Guards Battalion, Gwagwalada.
adisa2k@gmail.com

James Ogidi

Grand Thornton
07063003302

Mrs Akoje Margaret

Bursar, Veritas University, Abuja.
08037037148

PROFESSIONAL SKILLS

- Ability to plan, organize, and coordinate project activities till closure.
- Immense ability to organise and meet priorities before deadlines.
- Strong problem solving, analytical and conflict resolution skills
- Business level English speaking and writing with strong communication skill
- Result oriented, with structured, organized, methodical planning skills.
- Strong analytical skills required, including a thorough understanding of how to interpret customer business needs and translate them into report requirements.
- Strong interpersonal skills in order to prioritize, focus, and collaborate with end-users and project teams to facilitate data interpretation.
- Demonstrated critical thinking and structured problem solving skills, especially in translating business questions into structured analyses.
- Knowledge on leveraging consumer insights to drive to better briefs and stronger work.
- Knowledge of brand tactics in planning & execution capacity, including creative concept development and execution.

TRAINING

Proficiency in ICT | Directorate of ICT.

2017.

CERTIFICATE

National Service | National Youth Service Corps.

2020.

Certificate of Service | Nigerian Defence Academy.

2020.