

ANYAMELE, PATRICIA CHINYERE.O.

OFERE BUS STOP, UGWUAJI AWKUNAWNAW ENUGU, ENUGU STATE

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Phone: 07067677777, 09064207187

PERSONAL DATA:

Date of Birth: 2nd September, 1988
Sex: Female
Marital Status: Married
Local Govt. Area: Mbaise
State of Origin: Imo
Nationality: Nigerian
Religion: Christianity
Language Skills: English, Igbo and Hausa

CAREER OBJECTIVES:

- Seeking a challenging position of responsibility with opportunities for career development on a merit driven work environment and harnessing this career opportunity towards achieving personal and organizational goals.

INTEREST:

A young woman with passion for creativity, self-motivated, hardworking with exceptional personal relationship qualities.

INSTITUTION ATTENDED WITH DATES

- University of Jos, Plateau State 2005-2009
- University of Abuja 1995-2005
- University Demonstration Secondary School, Jos 1995-2000

ACADEMIC QUALIFICATIONS OBTAINED:

- | | |
|--|------|
| • Bachelor of Science (B.Sc) in Accounting | 2009 |
| • Diploma in Accounting | 2005 |
| • Senior School Certificate Examination (SSCE) | 2000 |
| • First School Leaving Certificate (FSCL) | 1995 |

WORK EXPERIENCE

BONS INDUSTRIES LTD, ENUGU

(2017-Date)

Position: Store Officer

Job description:

- Receiving and Issuing of goods based on FIFO method
- Writing of daily stock movement
- Taking of weekly and monthly stock taking
- Updating the management on stock-order level

CAPITAL EXPRESS ASSURANCE GROUP LTD, ENUGU

(2016-2017)

Position: Financial planner/marketer

Job description:

- Financial planning
- Encourage clients to save consistently and systematically
- Encourage of clients to enter into insurance contract with the company

DAVIES SUITE LTD, ENUGU

(2013-2015)

Position:

Job description:

- Recording receipts issued as evidence of payment/refund
- Raising journal entries to amend errors noted
- Receiving complaint from staff, and reviewing of documents validity
- Review journal for depreciation and other adjusting entries
- Ensure that all month end deliverables are prepared and submitted on time
- Ensure compliance with all agreed auditors' requirements
- Ensuring that supporting document, records and schedules are available and sufficient to meet audit/ regulatory needs.

INNOVATIVE ERA NIGERIA LTD, WUSE ZONE 6 ABUJA (2003-2005)

Position: Accountant

Job description:

- Preparation of statutory annual return
- Ticking vouchers against payment receipts to know if there was any discrepancies
- Compiling monthly report
- Reconciliation of bank statements
- Petty cash management

SKILLS:

- Ability to learn quickly with little or no supervision
- Ability to work under pressure and be successful
- Excellent team spirit
- Strong organizational ability
- Good customer relation
- Able to use initiative and to prioritize workload
- Proficient with Microsoft office

HOBBIES:

- Reading
- Traveling and surfing the internet

REFEREES:

IKE OKAFOR

Pioneer Computer, Jos
Plateau State
08054502005

REV. FR. JOHN OKORO

St. Monica Catholic Church, Jos
Plateau State
08039308239