

## **EDIME RUTH IMIOJO**

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Address: Opposite Shoprite Lugbe, Shika.Abuja

Mobile No: 09035459695

Sex: Female

DOB:20<sup>TH</sup> October 1995

NYSC Status: Completed

### **Professional Profile**

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I am a good team player, self-driven energetic young woman, well organized and efficient.

I am very confident and give attention to details.

### **Education**

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BSc Accounting (Second Class Upper)

Kogi State University Ayingba

Graduated: 2018

West African Examination Council

Longevity Private Secondary School,

Graduated: 2013

### **Core Skills**

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Communication and teamwork

Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work.

Ability to meet deadlines and work under pressure

Running a business while studying a full-time bachelor degree has given me the time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy.

Enthusiastic, hard-working and eager to learn

Reliable and trustworthy, with a strong work ethic and values. A high achiever; received students union award for best female entrepreneur in 2016.

### **Language skills**

Fluent in spoken and written English and Igala.

### **Employment History**

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June 2018-October 2018

Marketer @ Lamnce Company Owerri, Imo State.

#### **Responsibilities:**

- Achieving daily revenue targets
- Remitted cheques and cash to the bank
- Maintained confidential documents and records
- Training new employees
- Liaising with the chief accountant to ensure achievement of daily target.

**Achievements:**

- Consistently exceeded monthly revenue targets and maintained an excellent work record

**October 2018-Feb 2019****Cashier at Agiaghiah Printing Press Owerri****Responsibilities:**

- \* Recording of cash receivable and payable
- \* Bookkeeping
- \* Attending to customers complains and solving them
- \* Depositing money into the bank

**Achievements:**

Kept detailed and accurate accounting records

**June 2020-Date**

Financial Accountant Cway Manufacturing Company Abuja.

**Responsibilities:**

- \* Recording of Cash and Bank Transaction
- \* Reconciliation of Bank Statement and entries
- \* Account payable and Receivables
- \* Preparation of Weekly and Monthly Report

**Technical Skills**

Strong technical proficiency in record keeping, cost accounting and Microsoft Offices {U9, excel, power point}.

**Professional Skill**

Member of National Institute of Management  
Certification in customer service management (Skillsedge)  
Certification in Human Resource management (Skillsedge)  
Institute of Chartered Accountant of Nigeria (ICAN) in view

**Referees**

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**Available on Request.**