**EZINNE IROHA KALU**

**Address:** NO 24 5TH AVENUE EGBELU, PH**.**

**Tel:** 08062208160 or 07087220644 **Email:** ireneiroha@gmail.com **Nationality**: Nigerian

Date of Birth 5th May, 1993

State of Origin Abia

Local Govt. of Origin Ohafia

**OBJECTIVE**

I am a detail-oriented, efficient and organized professional with 5+ years of experience in accounting systems which includes ledger processes, account reconciliations and streamlining accounts. I am seeking to leverage accounting expertise and experience to contribute optimally to employer growth and success.

I possess strong analytical and problem-solving skills with the ability to make well thought out decisions. I have excellent written and verbal communication skills, I am highly trustworthy, discreet and ethical and I am resourceful in the completion of projects and effective at multi-tasking. I am driven and motivated to help organizations thrive.

**Core Skills:**

* Data Analysis
* Invoicing and payments
* General Ledger
* Accounts Payable/Receivable
* Vendor Management
* Bank relations/reconciliations
* Financial statement analysis
* Clerical support
* Transaction Processing
* Microsoft Office

**Work Experience:**

**April 2019 – Date Mickary Music Academy Ltd.**

**Accounts officer**

*Key Responsibilities*

* Preparing Profit and Loss acounts
* Stock and Inventory
* Preparing invoices
* Payroll functions
* Manage financial statements and organize data for executives

**2015 -2019 Ejuko Nigeria Ltd (Guinness Key Distributor)**

**Accountant**

*Key responsibilities*

* Supply to customers on a daily basis/call customers for orders
* Expertly handle accounts, payments and refunds
* Stock taking and Account reconciliation
* Van Sales Reps accounts calculation/balancing
* Draft invoices, reports and customers payments

**2013 – 2015 Tech Mahindra Nigeria.**

**Call Centre Agent (Airtel Nigeria)**

* Handling and resolving customers’ compliants over the phone and follow up with resolution with the backend.
* Provide customers with updated Products and Service information over the phone
* Sales, Telemarketing and Upselling of GoTV’s products and services

**2007 – 2008 Skye Bank – Jabi, Abuja**

**Bank Teller**

* Process standard teller transactions for customers including cashing cheques, balancing cash, correcting discrepancies.
* Preocess 25+ customer transactions per hour with extreme attention to detail
* Respond to customer enquiries and cross selling of the bank’s product

**PROFESSIONAL QUALIFICATIONS**

**2012** Onshore and Offshore Safety Institute of Nigeria – HSE 1,2,3.

**Education:**

**2006-2011** Abia State Polytechnic

HND in Accounting.

**2001-2007** Right Brains School, Ohafia

WASCE O levels.

**Interpersonal Skills and interests**

**Languages:** English, Igbo and Yoruba.

**Computer Skills:** Microsoft Office packages – Word, Excel, PowerPoint, Corel draw, Internet user skills.

**Other Skills:** Team Building and Management, Time Management, Sales, Customer Service.

**Interests/Hobbies:** Music, Travelling, Board games.

**Referees**

**Mr Chukwuemeka Ojo** **Pastor Donatus Uka**

Dean of Student Affairs, Pastor In Charge,

Abia state Polytechnic, Christ Embassy – Egbelu Branch,

Aba. Portharcourt.

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