

CURRICULUM VITAE

PERSONAL DATA

Name: Ekenta Kosisochukwu O

Gender: Female

State of Origin: Anambra

Marital Status: Single

Date of Birth: 24th April, 1997

Home Address: No 5a Democracy Crescent Gaduwa Estate, Gudu, Abuja.

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Phone Number: +2348147776038

CAREER OBJECTIVE

To become a Professional Accountant with unique experience and engage in a career that will allow for progress in terms of expertise, socio-economic development, innovation through exposure to new ideas and contribute to the best of my ability and knowledge for professional growth of the company.

TECHNICAL SKILLS

Good communication skill

Highly numerate

Teamwork ethics

Proficient in Microsoft word, Excel and Powerpoint

Highly organized and excellent in record keeping

WORK EXPERIENCE

Goldenbridge Asset Management

Customer Care/Admin Officer

3rd August 2020-31st March 2021

- Help to monitor expenses in accordance with the budget.
- Manages and monitor the monthly accounting and financial plan.

- Responsible for organizing administrative and logistical aspects of programmes (meetings etc).
- Ensure the computers and software works properly
- Maintain Inventory for all programme.

Federal Capital Territory-Inland Revenue Services

Assistant Financial Accountant

10th April 2019-23rd March 2020

- Documentation of incoming and outgoing files.
- Check travel expense statement of staff of approval by the manager
- Ensure payments of vouchers are processed according to the acceptable financial procedure.
- Control of Departmental Vote Expenditure Allocation book
- Ensure that months end closing reports are duly produced.
- Prepare journal voucher and payment vouchers for all due payments made.

Radio Nigeria Enugu

Assistant Financial Accountant

July 2016- October 2016

- Reconcile the cash book with the bank statement
- Conduct monthly cash protocols
- Responsible for the cash based on the voucher collected daily.
- Verifies and encodes vouchers for further processing.

EDUCATION

Institute Chartered Accountant of Nigeria (Professional Level)

International Organization of Management Professionals 2019

Human Resource management, Project management professionals, Customer service management.

Nnamdi Azikiwe University Awka, Anambra State. 2018

Accounting(Bachelor's Degree) Second Class Upper Division

ACHIVEMENTS

- Financial Secretary of Nigerian Federation of Catholic Students(NFCS) UNIZIK
- Course certificate of completion in Human Resource management(2019)
- Certificate of completion in Project management professionals(2019)
- Certificate of completion in Customer service professionals(2019)

- National Youth Service Corps(NYSC) discharge certificate (2020)
- Training for Economic Financial Crime Commission(EFCC) 2020

INTEREST

Accounting, Auditing, Human Resource management, Financial Consultancy.

PERSONAL STRENGTH

- Time management
- Flexible and able to adjust/adapt to changes
- Resilient in working condition
- Strong work ethics
- Creativity

REFERENCE

Fatunbi Ifetola- "UNICEF Nigeria"

Finance Associate

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Abubakar Yusuf-Federal Capital Territory-Inland Revenue Service

Principal Accountant

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