

# NVENE BLESSING CHIDUBEM

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## SUMMARY

A graduate of Accounting with an in-depth understanding of accounting and finance principles and processes. Possesses strong analytical modeling and project management skills. Open to entry-level and graduate trainee positions in Accounting and Finance.

## EDUCATION

### BSc in Accounting

University of Nigeria Nsukka

Sept. 2013 – July 2017

## PROFESSIONAL AFFILIATION

- Institute of Chartered Accountants of Nigeria (ICAN) | In view

## TRAINING & CERTIFICATIONS

- Solomot Computer College: Modern ICT Tools
- Zeteo Citadel Consult: Peachtree Accounting (sage 50)
- Quality Management Career Centre: Personal Effectiveness

## SKILLS & EXPERTISE

- Proficient in Microsoft Office Suite.
- Proficient in the use of Accounting Software like Sage and QuickBooks.
- Financial Audit and Management.
- Project Management.
- Corporate Strategy.
- Business Development.
- Administrative Skills.
- Analytical Skills.

## EXPERIENCE

### QUEENCY INTERNATIONAL SCHOOL, KADUNA STATE

*Accounting Tutor*

**April 2018 – March 2019**

- Prepared and delivered lectures on accounting and business principles to students.
- Designed and followed a comprehensive teaching plan to enhance students' knowledge.
- Used technology to facilitate students' learning.
- Increased students' interest in accounting by implementing knowledge-centred activities.
- Prepared homework checked and evaluated the students' assignments.
- Established a reward system to manage behaviour, resulting in a significant reduction in detentions.
- Reinforced and maintained classroom management by incorporating motivational activities.

### INDEPENDENT NATIONAL ELECTORAL COMMISSION

*Adhoc Staff*

**Feb – March 2019**

- Directed voters on electoral processes and ensured they followed due process.
- Ensured regulatory compliance with the policies and procedures given by the Returning Officer of the state.
- Supervised the Poll Clerks at the polling station all through the election phases.

## VOLUNTEER EXPERIENCE

### CHRIST AMBASSADORS STUDENTS OUTREACH

*Treasurer*

**Sept 2017 – Nov 2018**

- Managed personnel and oversaw daily operations of administrative offices.
- Initiated and executed innovative and effective fundraising ideas to raise money.
- Prepared the Church's budget and documented all transactions.
- Maintained accurate financial records and reviewed financial statement.
- Reported to the president regarding daily cash position and expenditures
- Disbursed cash as and when due.

### CERTIFIED ACCOUNTANCY STUDENT AUDITORS AND CONSULTANTS

*Deputy Registrar*

**Oct. 2015 – Sept. 2016**

- Maintained and oversaw records of the organisation.
- Ensured the continuous improvement of the administrative process by reviewing and monitoring administrative activities.
- Ensured the implementation and maintenance of appropriate governance and accountability frameworks to ensure full regulatory compliance.
- Drafted and compiled reports on administrative and financial processes.