

# Grace VINCENT

**Date of Birth:** 24th April 1996  
**Sex:** Female  
**Marital Status:** Single  
**L.G.A of Origin** Orhionmwon  
**State of Origin** Edo  
**Nationality** Nigerian  
**Phone Number** +2348146427734  
**Address** Ayedun Quarters EhinAlaAkure,OndoState  
**E-mail** [vincentgrace2580@gmail.com](mailto:vincentgrace2580@gmail.com)

## **CAREER OBJECTIVE:**

To creatively and innovatively work towards the actualization of my employer's goals and objectives and to pursue a career in an organization that offers the best opportunity for growth and maximum development of my skill attributes in enhancing and impacting human lives. Also to utilize my time, knowledge and wisdom for the betterment of the organization and meeting the corporate goals .Finally,I am a team player willing to make the sacrifice necessary for the achievement of the corporate vision of an organization.

## **PROFICIENCIES AND SKILLS:**

- Excellent communication skills
- Leadership skills
- Good interpersonal skills
- Proficient in the use of computer (sound knowledge of Microsoft Office, Microsoft Excel)
- Good communication skills, spoken and written
- Ability to take personal responsibility for completing tasks to a high standard and to meet deadlines
- Honesty and integrity.
- Excellent computing and data management skills
- Ability to adapt and work effectively in remote areas, work in a challenging work environment with minimal direct supervision
- Good interpersonal relationship

## **EDUCATION AND QUALIFICATION:**

- University of Nigeria  
B.sc. (Ed).Accountancy 2017
- Holy SaviourSecondary School.  
Senior School Certificate Examination (WAEC) 2012
- C.A.C Grammar School.  
Junior School Certificate Examination 2007
- OluwarotimiNursery and Primary School  
Primary School Leaving Certificate 2004

## **OTHER QUALIFICATION(S):**

- National Youth Service Corps (NYSC)  
Certificate of National Service 2019

## **EXPERIENCES:**

- **SOBIC AND COMPANY MICROFINANCE** 2020– tilldate  
Position held: Internal Control Officer  
**Duties performed:**
  - Reconciliation of passbook, ledger, cashbook, bank statement,
  - Vetting of loan form before approval
  - Detecting and eliminating fraud
  - Preparing of weekly and monthly report
  - Control of cash spending
  - ensure compliance with relevant regulations.
- **IDRIS PREMIER COLLEGE**  
Position held: Account Officer  
Duties performed
  - \_ maintaining financial records
  - \_ reconciling bank statement with payment slip

## **HOBBIES:**

- Singing
- Reading
- Travelling
- Analyzing
- Reasoning

## **REFEREE(S):**

To be available on request.