

UCHE-UGBUJI MABEL OGECHI

4 Okabie Close, Off Psychiatric Hospital Road, Rumuorosi Town,
P.O. Box 16375, Port Harcourt, Rivers State.

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PERSONAL DATA:

Date of Birth: September 4, 1993
Sex: Female
Marital Status: Single
Nationality: Nigerian
State of Origin: Rivers
Local Government Area: Omuma
Religion: Christianity

CAREER OBJECTIVE:

I am an outgoing, eloquent and vibrant young lady who is seeking for a position in a reputable organization that offers challenging tasks, ample incentives, and opportunity to contribute towards the growth and productivity of the organization.

KEY SKILLS:

- ❖ Strong accounting concepts and principles.
- ❖ Proficiency in computer skills like Microsoft Word, Excel, Access, PowerPoint, Internet and Sage 50.
- ❖ Excellent verbal and written communication skills.
- ❖ Strong analytical and problem solving skills.
- ❖ Excellent mathematical skills.

STRENGTHS:

- ❖ Enthusiastic.
- ❖ Hardworking and eager to learn.
- ❖ Honest, diligent and innovative.
- ❖ Highly trustworthy, discreet and ethical.
- ❖ High level of integrity.
- ❖ High level of accountability, efficiency and accuracy.

WORK EXPERIENCE:

Bofab Nigeria Limited

Accounts/Administrative Officer

February 2020 - March 2021

Job Duties:

- ❖ Manage book keeping, Invoicing and payroll.
- ❖ Filing and Office management.
- ❖ Cheque lodgements into Bank.
- ❖ Reconcile Bank Statement.
- ❖ Receive and disbursement of Imprest.

Community Comprehensive Secondary School, Ikot Ekpene Udo, Nsit Ubium L.G.A, Akwa Ibom State.

Teaching (Business Studies)

January 2019 – October 2019 (NYSC)

Job Duties:

- ❖ Prepare and deliver lectures to students on topics such as introduction to business studies, office practices, business ownerships, book-keeping, and typewriting.
- ❖ Evaluate and grade students' classwork, assignments, and examinations.

QUALIFICATIONS:

- ❖ Certificate of National Service **November 2019**

- ❖ Bachelor of Science (B.Sc.) Accounting,
Second Class Upper (Honours) Division
FEDERAL UNIVERSITY OTUOKE, BAYELSA STATE. **October 2018**

- ❖ Diploma in Desktop Publishing
KFI IT TRAINING INSTITUTE, PORT HARCOURT. **July 2013**

- ❖ West African Senior School Certificate (WASSC)
GOVERNMENT COMMERCIAL SEC. SCHOOL, OKPEDEN. **June 2013**

- ❖ First School Leaving (Elementary VI) Certificate Examination
COMMUNITY PRIMARY SCHOOL I, ELEKAHIA. **June 2004**

PROFESSIONAL CERTIFICATION:

- ❖ **Institute of Chartered Accountants of Nigeria (ICAN)** **In View**

- ❖ Certificate in Project Management Professional (PMP)
PRIME SERVICES AND INSTITUTE (IMI ACCREDITED). **July 2019**

HOBBIES:

- ❖ Reading.
- ❖ Writing.
- ❖ Research.
- ❖ Travelling.

REFEREES:

- ❖ **Nwejie Godswill Agulauwa** **Mrs Patience Okachi Ojirika**
Federal Inland Revenue Service,
Plot 8 Sani Abacha Road,
GRA, Port Harcourt. Office of the Auditor General
For Local Governments
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