

# EDET BLESSING BASSEY : ACCOUNT OFFICER

HOUSE 130,  
APO RESETTLEMENT ZONE C,  
APO,  
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## PROFESSIONAL SUMMARY

“I am an accountant with requisite experience of day to day office financial task and duties. Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable, and providing executive administrative support, proficient in QuickBooks, Peachtree etc. Dedicated to providing exemplary work and supporting the overall mission of the department and company. I am organized and hard-working with the ability to learn new task quickly and manage my own time effectively. With excellent written, verbal and computer skills, I provide an outstanding level of support to clients and suppliers alike to help the company retain its asset and increase profit”.

## PERSONAL DATA

DATE OF BIRTH:	February 28 <sup>TH</sup> , 1994
GENDER:	Female
MARITAL STATUS:	Single
STATE OF ORIGIN:	Cross River
LOCAL GOVERNMENT AREA:	Odukpani

## WORK EXPERIENCE

2018 - Date

### ACCOUNT OFFICER

**Anchor Dataware Solution Limited**  
Area 1, Garki, Abuja (ICT Company)

Duties

- Examining the company's financial records and reporting activities.
- Analyzing the company's financial performance.
- Worked with clients and CFOs to resolve problems involving accounting errors, financial trouble, or account management.
- Completed accounting tasks such as contributing to financial reports, calculating payroll, Peachtree and entering financial data.
- Checking invoices against orders and recording them appropriately.
- Performing General Ledger reconciliations.

2016 – 2017

**NATIONAL YOUTH SERVICE CORP (NYSC)**  
**Anchor Dataware Solution Limited**

Duties

- Reporting on any outstanding invoices.
- Customer/Client services, Keeping database for National Marriage, Immigration, naturalization of citizens within and across the country.

2014

**INTERN**  
**ANPEZ Centre for Environment and Development**

Duties

- Preparing journal entries complete with documentation for all transactions.
- Cash lodgment in bank, payroll preparation, book keeping and keeping of minutes and order during management meeting.
- Carrying out any other administrative and operational duties as required.

## EDUCATION

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2012-2016

**BACHELOR OF SCIENCE (SECOND CLASS UPPER)**  
**Landmark University, Omu-Aran, Kwara State**  
Accounting and Finance

1995-2004

**SSCE (WAEC)**  
**Montessori International Secondary School, Aba, Abia State**

2005-2011

**First School Leaving Certificate (FSLC)**  
Hillside International Nursery and Primary School, Calabar, Cross River State

## PROFESSIONAL QUALIFICATION

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In - View

Institute of Chartered Accountants of Nigeria (ICAN)

## **SKILLS/PROFICIENCY**

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Specific skill

- Microsoft Office (MS Word, Excel, PowerPoint)
- Statistical Package for Social Science (SPSS)

Personal qualities

- Good management skill
- Ability to work within schedule time
- Effective communication
- Ability to work with little or no supervision
- planning and organizational skills
- Ability to take analytical & systematic approach to solve problem
- Developed confidence in public speaking
- Good use of English language

## **HOBBIES**

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Reading, Research, Public speaking and writing

## **REFERENCE**

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Available on Request