

ESEMA, ESTHER UMOH

Akai Ubium, Eket-Oron road, Akwa Ibom State

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PROFILE SUMMARY

Highly dedicated, detail-oriented and versatile graduate with bias for action and a dynamic ability to fit in any work environment. Competent, loyal and dependable; strives to exceed expectations with service that is second-to-none. Equipped with technical accounting skills and business knowledge. Possesses effective communication, refined leadership and dynamic people management skills with a poise for excellence in different work environments. Tech-savvy; has an incredible understanding of modern technology.

Currently seeking an exciting opportunity where a combination of entrepreneurial drive and ownership mindset is encouraged; leveraging skills to contribute own quota to overall organizational growth.

CORE COMPETENCIES

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|-------------------------------|-------------------------------|----------------------------|
| • Financial Accounting | • Accounts Payable/Receivable | • Creative problem solving |
| • Account Reconciliations | • Analytical reasoning | • Budget Analysis |
| • Cost-Benefit Analysis (CBA) | • Regulatory compliance | • Team building/Leadership |

SKILLS HIGHLIGHTS

- Sound knowledge of generally accepted accounting principles (GAAP), basic accounting duties and financial reporting.
- Extensive experience in handling cash and balancing cash register.
- Familiar with bookkeeping and preparation of monthly sales reports.
- Proficient in Microsoft office, spreadsheet and maintaining records.
- Strong attention to detail with ability to prioritize and accomplish tasks within deadline.
- Exceptional numerical, organizational and customer service skills.
- Strong written and verbal communication skills.

WORK EXPERIENCE

Eagle Academy Nursery/Primary School, Jalingo, Taraba State

Sept. 2018- Aug. 2019

Form Mistress/Subject Teacher (National Youth Service Corps)

- Served as a subject teacher in charge of taking students lessons in Basic Science, Physical and Health Education and Christian Religious Knowledge.

- Created student syllabus, outlines and lesson notes on the subjects.
- Administered tests and marked assessments and examination scripts.
- Compiled results of 20 students every term.
- Participated actively in core-curricular activities to aid social development in students.

Basol Petroleum Nigeria Limited

Apr. 2018 – July 2018

Cashier

- Facilitated the availability of funds to meet day-to-day operational petty expenses and emergencies.
- Maintained records to allow easy disbursement, reconciliation and replenishment.
- Collected money from bank for safe keeping before reimbursements.
- Prepared daily and weekly collections and payment summary reports for review by the station supervisor.
- Filed all documents concerning cash payment and collection.

EDUCATION

- **B.Sc. in Accounting (Second Class Upper Division)** **2014 – 2017**
University of Cape Coast, Accra – Ghana

CERTIFICATIONS

- **Institute of Chartered Accountants of Nigeria** **Jan. 2019 – Till date**
Skills Level
- **Professional Certificate in Microsoft Office** **Jan. 2018 – Mar. 2018**
NIIT, Accra – Ghana

REFEREES

- Prince Bassey Sunny Abang, CEO, Basol Petroleum Nigeria Limited, +2348030905679, +2347039474511
- Mr. Joshua Addo, Headmaster, Eagle Academy Nursery/Primary School, Jalingo Taraba State, +2348134686805