

AKAYA FLORENCE NWAGBAI

MISSION

- I seek to gain professional experience in a reputable organization

Gender: Female
Birth Date: November 9, 1993
Local Govt: Oyigbo
State of Origin: Rivers State
Nationality: Nigerian
Phone: +2348168928212
Email: florenceakaya@gmail.com
Contact Address: Methodist Manse.278 Old Odukpani Road, Calabar. Cross River

EDUCATION

- **Higher National Diploma (HND) Accounting** 2015 – 2016
Kenule Benson Saro-Wiwa Polytechnic – Bori
- **Ordinary National Diploma (OND) Accounting** 2012 – 2013
Kenule Benson Saro-Wiwa Polytechnic – Bori
- **West African Senior School Certificate (WASSC)** 2005 – 2010
NEPA Staff School Afam Rivers State
- **First School Leaving Certificate** 2000 - 2004
NEPA Staff School Afam Rivers State

WORK EXPERIENCE

- BANK TELLER :UNITED BANK FORAFRICA PLC(UBA)** FEBRUARY 2020-APRIL2021
- DIRECT SALES AGENT (DSA), UNION BANK PLC** FEBRUARY 2019- OCTOBER 2019
- FRONT DESK OFFICER-TEXZAD ACADEMY, AFAM RIVERS STATE** JUNE 2017
- Attend to Parents and guardians
 - Stock taking and inventory control of school items
 - Management of admission process for new students
 - Act as a liaison between school management and parents
 - Ensure that the front desk is tidy and well arranged
- NYSC CSS EBE ENUGU STATE** JUNE 2017 – APRIL 2018
- Taught secondary school students in Accounting
 - Ensured a general improvement in Accounting in the students
 - Served as a mentor to students

INDUSTRIAL TRAINING

JANUARY 2014 – DECEMBER 2014

Oyigbo Local Government Area Accounts Office

- Assisted the Accounts officer in taking records of revenue and expenditure
- Undertook ICT trainings
- Assisted in preparing project budgets
- Prepared balance sheets

SKILLS AND PROFICIENCIES

- **BASIC KNOWLEDGE OF MICROSOFT WORD, EXCEL AND POWERPOINT**
- **COMMUNICATION SKILLS**
- **INTERPERSONAL SKILLS**
- **SALES SKILLS**
- **ACCOUNTING AND RECORD KEEPING SKILLS**
- **LEADERSHIP SKILLS**
- **TEAM PLAYER**

HOBBIES

- SINGING
- READING
- TRAVELING
- MUSIC
- MOVIES

LANGUAGE PROFICIENCY

Languages - English and Igbo

REFERENCES

Rev. Lt. Saviour Ibanga

Clergy

08034615833

gofacoin@gmail.com

VALENTINE AJAELU

Field Core (a GE Company)

GT services

08064872112

ajaeluval@yahoo.com