

Obiezu Bibiana

Accountant

Personal Info

Phone:

07035536350, 08064187728

Email:

bibianaobiezu2016@gmail.com

Address:

No. 4 Ovunda Lane, off 60 Odogbo Street Rumuigbo, Port Harcourt, Rivers State

Skills

- Cash handling
- Casting
- Strong communication skills
- Handling purchase Invoices
- Data Entry Skills
- Knowledge of payroll
- Ledger balancing
- Problem solving
- Adaptability
- Basic Mental Math skill
- Ability to effectively manage your time and prioritize tasks
- Ability to resolve customer disputes in a patient manner

Extra-Curricular Activities

- Reading motivational journals
- Travelling
- Meeting people
- Fashion designing
- Hair styling

Referees

References can be supplied on request

OBJECTIVE: A bright and dedicated female graduate with a background in management and accounting who seeks to pursue an exciting career in the banking industry. I also seek to accept challenges and offer real value towards the achievement of organizational goals.

PROFILE: Account clerk with over six years experience of providing a good customer relationship, handling financial transactions and maintaining inventory.

Experience

ACCOUNT CLERK

Mi-Dupari International School, Port Harcourt, 2018 – 2019 (NYSC)

- Receiving and recording of fees
- Issuing of receipts
- Preparing salary voucher

ACCOUNT CLERK

Christ Anglican Church Makurdi, Feb. 2017 – Sep. 2018 (NYSC)

- Prepare workers monthly payroll
- Prepare cash receipt for bank deposit
- Prepare monthly financial report
- Record keeping

CASHIER

Salvation International Academy, Port Harcourt, Mar. 2013 – Dec. 2016

- Money management
- Invoice for cash received
- Prepare monthly/termly financial report
- Prepare staff monthly payroll
- Record keeping
- Assumed a leadership role in the absence of the proprietor and maintaining normal operations and procedures

Education

2014 - 2016 Federal Polytechnic, Oko, Anambra State
(Higher National Diploma in Accounting)

2011 - 2013 Covenant Polytechnic Aba, Abia State
(Ordinary National Diploma in Accounting)

2001 - 2007 Government Girls Secondary School Orominieke
(Senior Secondary School Certificate)

1995 - 2001 St. John's State School 1
(First School Leaving Certificate)