

# ONWUGBUFOR GLORIA IFUNANYA

No 57, Church Street, Makoko, Sabo, Yaba, Lagos State.

Phone: 08068494585 E-Mail: onwugbuforgloria@gmail.com

## **OBJECTIVE**

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To produce strong work capabilities in order to achieve the set goals of my team and organization at large.

## **SKILLS**

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- Outstanding problem solving skills with the ability to handle rapidly changing schedules and shifting work priorities
- Excellent organisational, interpersonal and communication skills with the flexibility and experience required to remain highly focused in fast-paced demanding environments.
- Superior ability to manage numerous tasks while meeting performance standards and highly demanding schedules.
- Ability to critically think and learn new systems quickly, thereby making significant contributions.
- Working knowledge of SAP

## **PERSONAL INFORMATION**

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Gender: Female  
Date of Birth: February 22, 1994  
Marital Status: Single

## **PROFESSIONAL QUALIFICATION**

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2016 Student Member, Institute of Chartered Accountants of Nigeria (ICAN)

## **EDUCATIONAL QUALIFICATION**

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2011 – 2015 University of Nigeria, Nsukka  
B.Sc Economics

2004 – 2010 Christ Ambassadors International College

2006 NIIT Ibadan, Oyo State, 2006  
Comprehensive Computer Studies (Microsoft Excel and Microsoft Word)

## **WORK EXPERIENCE**

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**Company Name: O3 Capital Nigeria Limited. (June 2017- till date)**

**Job Title:** Assistant Accountant/Finance Officer

**Responsibilities:**

- Maintain Fixed asset register and asset valuation
- Storage and retrieval of accounting documents
- Posting daily transactions on Sage accounting software
- Reconciliation of accounts on a daily basis
- Remittance of Pension and Paye
- Preparation of Company's Statement of Profit or loss; Financial Position and other account statements in accordance with IFRS
- Imprest management
- Mangement of Account Payables and Receivables
- Preparation of Loan Statements, Payroll

**Company Name: NESTLE NIGERIA PLC.(June 2016-April 2017)**

**National Youth Service Scheme**

**Job Title:** Key Assistant, (Sales Controlling) Nestle Waters

**Responsibilities:**

- Generation and reconciliation of Customer's statement of account on demand.
- Review and processing of Salesmen expense claim to ensure adherence to company's policies and procedures.
- Scheduling of customer's delivery of goods upon demand in cooperation with customer service.
- Building existing relationship with existing clients and distributors
- Giving update to distributors via calls and informing them on new products available
- Maintain Fixed asset register and asset valuation
- Excellent knowledge of document management; storage and retrieval

## **HOBBIES**

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Reading, and Travelling

## **REFEREES**

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**ON REQUEST**