

# OFILI, AZUKA AUGUSTINE

62, Ajisegiri Street, Cele-Egbe, Ikotun, Lagos State.

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## Professional Profile

*A committed and driven HND Accounting Graduate with sound understanding of Accounting; Its principles and applications, coupled with vast knowledge in information and communication technology, utilizes sound organization and planning skills to deliver assignments within set time-frames and to a high-quality standard. Also possess a strong leadership quality, team player, excellent communication and interpersonal skills, creative and analytical thinking ability.*

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## Education and Qualifications

**HND** Accounting (Auchi Polytechnic, Auchi, Edo State) **2016**  
**OND** Accounting (Delta State Polytechnic, Ogwashi-Uku, Delta State) **2013**  
**SSCE** WAEC/NECO (Community Secondary School, Ojo, Lagos State) **2010**

**Professional Certifications:**

- National Youth Service (NYSC) Discharge Certificate – **2018**
- Post Graduate Diploma Certificate in Customer Relationship Management – **2018**
- Certified Customer Service Professional – **2018**

## Graduate Research:

- Nutritional – **2016**

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## Experience

**2019 – Date** **ADMINISTRATIVE/ACCOUNTING OFFICER, Deluxe Farms, State.**

Here, I was responsible for setting goals for performance and deadlines in ways that comply with company's plans and vision. Organizing workflow and ensuring that employees understand their duties or delegated tasks. Monitoring employee productivity and providing constructive feedback and coaching. Also assisted with the various financial accounting duties at the farm.

**2017 – 2018** **TEACHER (NYSC), Girls Secondary School Alor, Anambra State.**

At this school, I taught Commerce and Financial Accounting, prepared lesson plans and curriculum, administered tests/examinations and evaluated results. I also assisted with the smooth running of the school by working with the administrative units of the school. This school served as my place of primary assignment during my one(1)-year of National Youth Service (NYSC).

**Aug. – Dec. 2018** **ACCOUNTING OFFICER, Standard Generics Limited, State.**

Here, I am responsible for keeping financial records updated, preparing reports and reconciling bank statements in the firm. I also run accounting software programs (e.g. SAP) to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts.

**Jan. – Nov. 2014** **DATA ENTRY CLERK (INTERN), Olorogun Felix Ibru's Secretariat, Asaba, Delta State.**

Here, I was responsible for welcoming new clients to the secretariat, answering of calls and taking messages and mails also replying them. I maintained diaries and arranged appointments, organised and serviced meetings (producing agendas and taking minutes). I also managed databases and lastly, implemented new procedures and administrative systems.

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## Seminars/Trainings Attended

1. Poise graduate finishing academy training, **2019**
2. The Next Economy; a seminar organized by FATE Foundation, **2019**

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## Key I.T. Skills

- Microsoft Office
- Online Sales and Marketing
- Digital Content Development (Social Media, Blogs, etc.)
- Call Center Operations (Customer Service Support).

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## Other / Personal Details

**Interests include:** Researching, cooking, traveling, listening to music and singing, teaching, reading and writing.

## REFERENCES:

*[Available on request]*