

## PHEBE IJEOMA OKOLO

KARU SITES, ABUJA | phoebe francis178@gmail.com | 08025702398 | 09061636455

### PROFILE

Reliable Employee & Accurate Accountant with energetic and resourceful internal Control system professional with over two years of experience resolving Internal Control system failure within Administrative departments and promoting good Internal Control system. Ability to cultivate good communication skills and good relationship with teammates and with partners. Expertise in client services, account management and relationship-building.

### WORK HISTORY

**Federal Capital Development Authority (FCDA), Area 11, Fct**

**July 2018 – July 2019**

**Position: Assistant Accountant (IT)**

- Quickly and efficiently coupling and recording of incoming and outgoing files.
- Maintain financial accounts by recording the right figures and analysing the right data.
- Increased in salary because of keeping good records on each account at the end of the month and preparing Ledger with accurate figures.

**National Lottery Regulatory Commission, Jabi, fct**

**November 2019 – November 2020**

**Junior Accountant (National Youth Service Corps)**

- Recording and Analysing of incoming and outgoing data's for each department.
- Retirement of each projects been carried outside the company.
- Keeping accurate records of each files both incoming and outgoing files.
- Effectively managed partners with a good relationship when my boss is absence.

**Profes Company, Area 11, Fct**

**June 2021 - present**

**Sales Representative**

Recording of sales been carried out each day

Responding to customer orders

### EDUCATION

**BSc, Accountancy and Finance**

**2019**

- **2:1, Second Class Honours, Upper Division**

Novena University Ogume, Delta state

(2015 – 2019)

### CERTIFICATION/TRAINING

**Jobberman Soft Skills Training Certification**

**2021**

### VOLUNTEER EXPERIENCE

**Community Development Service-**

**November 2019 - November 2020**

- Volunteer labourer restoring a 12-home community.
- Supervised three teams of five people to ensure successful completion of the project.

**Big Brothers Big Sisters - Youth Mentoring Organization**

**January 2020 - present**

- Worked as a volunteer youth mentor to empower and support children.
- Developed productive after school activities for young adults to reinforce positive learning.

### PROFESSIONAL MEMBERSHIPS

- ACCA
- Shaw Academy(2021 – present)

#### **SKILLS AND INTERESTS**

- **Project Management**
- Excellent organisational skills
- Highly Proficient in Computer applications; ( MS: Word, PowerPoint and Excel)
- **Good Problem Solving Skills**
- Stakeholder Management
- **Writing Skills:** Written articles on leadership and social issues, concept notes and proposals and Curriculum Design
- **Strength:** Data Analysis, Programme Implementation, Training and Facilitation
- **Interest:** Education, Employability, Youth Transition and Research

#### **REFEREES**

Available on request