

## **DOZIE CHIDIMMA IFEYINWA**

19 Powerline street Iyana Ejigbo busstop Ejigbo, Lagos State.  
Email: [doziechidimma939@gmail.com](mailto:doziechidimma939@gmail.com) Tel: 08140591717

**CAREER OBJECTIVE:** A hardworking and detail oriented financial management graduate with strong management, finance and administrative skill eager to lend out knowledge which would help in organization profitability and meet organization goals.

### **EDUCATIONAL QUALIFICATION:**

Federal University of Technology Owerri (2013 – 2018).

**Qualification:** B. Tech (Financial Management Technology, 2:1)

Federal Girls Government College Owerri (2006 – 2012)

**Qualification:** WASSCE

First Baptist Missionary school Warri

**Qualification:** first school leaving certificate (2001-2006)

### **WORK EXPERIENCE:**

#### **NATION YOUTH SERVICE CORPS –NOV 2019 TO OCT 2020**

COMMUNITY SECONDARY SCHOOL RUKPOKWU OBIAKPOR L.G.A, RIVERS STATE.

**WORLD OF BIBLE CHURCH ACCOUNT DEPARTMENT, 118-120 AJAMIMOGHA ROAD WARRI (2017).** Controlled a section of the Church account and other establishment generated through the Church; Eagle hand multiple building comprising of a gym, restaurant, orphanage and the DOS Kitchen.

### **DUTIES**

- Filing and Writing of Requisition form and sales vouchers and invoices
- Report writing
- Supervised sales of all products
- Account Reconciliation of all accounts using MS-EXCEL
- Keeping of the Petty Cash Book, Sales Ledger and the cash book
- Inventory Management and budgeting
- Doing general office work and explaining financial matters to senior managers
- Preparation of salary vouchers.

### **PERSONAL SKILLS**

- Ability to Communicate
- Time Management
- Good Team Player
- Well Organized and Eager to learn
- Ability to adapt to change

### **OTHER SKILLS**

- MS OFFICE
- Peachtree sage50 accounting certified

**HOBBIES:**

travelling, reading and scrabble

**REFERENCES**

Available on request