

# VICTORIA EDEMEKA

Accountant

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## EDUCATION

### UNIVERSITY OF LAGOS

Lagos, Lagos

Bachelor of Science (B.S.) Accounting (Oct 2018)

## ADDITIONAL SKILLS

Financial Accounting

Data Analytics

Problem-solving

Soft skills

Business Management

Excellent team player

Microsoft excel, Sage

Management Accounting

Communication

## CERTIFICATIONS

Alison institute: Certificate of project management

ICAN (Institute of chartered accountants of Nigeria) : ACA (in view)

Jobberman Nigeria: Certificate in soft skills

## CAREER OBJECTIVE

Diligent professional with 2 years of experience and a proven knowledge of accounting expertise, expense control, and financial analysis. Aiming to leverage my skills to successfully fill the Accountant role at your company.

## EXPERIENCE

### ACCOUNTING OFFICER

*JB MARKETING AND PUBLISHING COMPANY, Lagos, Lagos / Jan 2021 - Nov 2021*

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness.
- Report to management regarding the finances of establishment.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Establish tables of accounts and assign entries to proper accounts.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

### ACCOUNTS CLERK & SALES PERSONNEL

*Latter Glory communications Limited, Lagos, Lagos / Oct 2013 - Oct 2014*

- Welcome and greet customers
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Maintain records related to sales/ personal bookkeeping services.
- Place special orders or call other stores to find desired items.
- Inventory count, requisition of new stock & Clean shelves, counters.
- Classify, record, and summarize numerical and financial data to compile and keep financial records.
- Match order forms with invoices, and record the necessary information

### SALES ASSISTANT

*Priscade Pharmaceuticals Limited, Lagos, Lagos / Jan 2013 - Sep 2013*

- Clean shelves, counters, and tables.
- Inventory stock and requisition new stock.
- Answer questions regarding the store and its merchandise.