

## CHIDERA NICOLE UMELO

The 15<sup>th</sup> plot, Dr. Chris Ogunbanjo Estate, Lagos Nigeria.  
**Telephone:** 08163849300 **EMAIL:** nicoleumelo@gmail.com

### EDUCATION

---

**University of Nigeria** Nsukka, Enugu.  
Bachelor of Science (B.Sc.), Economics (4.79/5.0 CGPA) **2021**

### WORK EXPERIENCE

---

**KPMG Professional Services** Lagos, Nigeria  
*Audit intern* **2021**

- Reviewed the financial statement of firms with 95% accuracy.
- Examined systems and documents of firms to ensure competitive strength of such firms
- Summarized the confirmation response of firms in order to understand the financial and legal position of firms.
- Utilized Microsoft Office suite skill to carry out assignments relating to various engagements thus increasing effectiveness by 50%
- Worked in the context of a team to meet the needs of clients within the engagement, thus increasing satisfaction by 20%

**NOJ Boutique** Lagos, Nigeria  
*Sales Representative* **2020**

- Acted in the capacity of the manager for a period of five months resulting in an increase in productivity by 50%
- Developed an improved layout of the enterprise which enabled easy access for customers by 10%
- Aided the successful procurement and delivery of goods in the enterprise thus ensuring productivity by 70%
- Collaborated with customers physically and online which ensured smooth flow of services and increased customer retention by 10%
- Succeeded in recruiting a replacement at the end of my employment.

**Onyeka Enterprises** Lagos, Nigeria  
*Volunteer Sales Representative* **2019**

- Computed the financial record of the enterprise at the end of every workday with 95% accuracy
- Interacted with customers to ensure that their needs were properly met thus increasing customer loyalty by 5%
- Designed a new model for the layout of the organization, thus increasing customer satisfaction by 10%
- Collaborated with key business partners monthly for six quarter rolling forecasts with an increase in productivity by 20%

### LEADERSHIP EXPERIENCE

---

**Director of Finance, Policy Analysis and Research Group (PARG)** **2021**

- Maintained an error free record of the organization's financial statements with accuracy of 95%
- Updated other Directors as concerning the flow of funds within the organization's account thus increasing cooperation and teamwork by 70%
- Effectively communicated with other leaders concerning the goals of the organization which increased efficiency by 80%
- Instrumental in generating ideas to tackle the problems faced within the organization thus maintaining organizational growth.

**Director of Hostel and Faculty Affairs, National Association of Catholic Students (NFCS)** **2021**

- Managed the affairs of the society within hostels and Faculties of the University of Nigeria
- Aided in the revitalization of the activities of the organization in Hostels and Faculties with 30% efficiency
- Facilitated the activities of the society in different capacities ensuring increased participation by 20%
- Initiated a calendar of events to aid successful flow of the society's activity which increased productivity by 10%

**Team Lead, Largade Sub school, Policy Analysis and Research Group** **2021.**

### NOTABLE ACHIEVEMENTS AND CERTIFICATIONS

---

- **First runner up 2020 CFA ethics challenge, CFA society Nigeria.** **2020**
- **Fellow, Millennium Fellowship class of 2021** **2021**
- **Scholar, 2021 Nigerian Higher Education Foundation (NHEF)** **Ongoing**
- **Student Ambassador, Side Hustle** **Ongoing**
- **Student Ambassador, Microvest** **Ongoing**

### VOLUNTEER EXPERIENCE

---

- **Six-week Service Program, St. Francis Catholic Secondary School** **2016**
- **Girl Power Millennium Fellows project.** **2021**
- **Volunteer, Equip Her Africa Program** **Ongoing**

### PROFFSSIONAL MEMBERSHIPS

---

**Professional Memberships** **Policy Analysis and Research Group (PARG)**  
**Entrepreneurial Action in Us (ENACTUS),**  
**University of Nigeria Scholar Accelerator (UNSA)**  
**Nigerian Higher Education Foundation (NHEF)**