**UDO**

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**Email:** udo.317031@2freemail.com

**PERSONAL SUMMARY**

A recent Cooperative Economics and Management graduate with a proven ability to maximize profit and provide strategic leadership. Hands on knowledge and experience of managerial, administrative and economics phases required for organizational growth, Committed to efficiency and focus with well developed team spirit.

**JOB OBJECTIVE:**

 Easy going by nature, Chigaemezu is looking forward to work with a reputable establishment that is more concerned on advancement so as to add value and give my all in terms of contributing to the effective accomplishment of its corporate goal.

**ACADEMIC QUALIFICATIONS:**

* **HND** (Hons) Cooperative Economics and Management - Upper Credit

Federal Polytechnic Nekede, Imo State. 2008-2013

* **WASSC:**

Trinity High School, Ikot Iyang, Ika LGA, Akwa-Ibom State. . 2007

* **FSLC:**

Akasi Primary School, Ututu, Arochukwu LGA, Abia State. 1999

**OTHER CERTIFICATES/ACCOMPLISHMENTS:**

2014/2015: **National** **Youth** **Service** **Corps(NYSC) -** Certificate of National Service(Federal Republic of Nigeria).

2010: **HOREBSON** **RESOURCES Ltd** - Certificate of Excellence in Human resources and skill acquisition.

**PERSONAL SKILLS:**

* Ability to communicate advanced concept;
* Self motivation, smart, honest and hard working;
* Confident;
* Time management;
* Problem solving.

**WORK EXPERIENCE:**

**\*2015: Community Secondary School Aseni -** Along Lokoja/Abuja express way, Kogi LGA, Kogi State.

**Period:** One year service program through the NYSC. - 2014/2015

**Duties:**

* Teaching (Financial Accounting from SS1 - SS3)

**\*2014:** **Grapik** **Ltd. -** #68 stadium road, Port Harcourt, Rivers State.

**Position:** Admin/Accounts Personnel.

**Period:** Ten (10) months

**Duties:**

* Writing and payments of cheques and cash to suppliers;
* Recording of day to day petty expenses;
* Preparing of suppliers requisitions;
* Fielding telephone calls;
* Filing and data entry.

**Period:** OneYear(Industrialtraining).

**Position:** Accounts/Finance Personnel.

**Duties:**

* Contacting current clients and building relationship with prospective new once;
* Writing and issuing of cheques and cash to vendors/staff;
* Reconciling of bank statement of accounts;
* Recording of daily expenses;
* Daily/weekly reports of works carried out;
* Supervision of some projects;
* Achieving targets set by theAccounts HOD.

**VOLUNTEER EXPERIENCE:**

National Reproductive Health, HIV & AIDS Prevention and Care Project Through the NYSC.

**KEY SKILLS AND COMPETENCIES:**

* Accounting, Management and interpretation skill;
* Good organizational and multitasking skill;
* Goodinterpersonalandcommunicationskill;
* Ability to learn, pay attention and follow instructions;
* Ability to initiate ideas.

**ADDITIONAL SKILLS:**

**COMPUTER SKILLS:** Ms-Office, Excel, Quick book, Internet searching.

**LANGUAGE:** Good level of English Language.

**ACTIVITIES AND INTEREST**

\*Reading,

\*Traveling within some cities and attending to seminars helped to develop my communication skills through meeting variety of people.

**PERSONAL DATA:**

**Date of Birth:**  13th September, 1987

**Sex:**  Male

**Marital Status:** Single

**L.G.A:**  Arochukwu

**State of Origin:** Abia

**Nationality:**  Nigerian.

**REFERENCES:**

Excellent references available upon request.